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MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

July 14, 2000

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Friday, July 14, 2000 at 2:00 p.m. at the Riverside Branch Library.

The following members were present:

Dr. Bailey	Mr. Moss
Dr. Byrd	Ms. Pauer
Ms. Chilton	Mr. Smith
Ms. Graff	Ms. Whitehead

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager, and Ms. Diana Grant, Administrative Assistant.

Dr. Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

The President welcomed the library staff and the following guests: Mr. Jim Crawford and Mr. Pete Thaw, Board of Education members; Ms. Helen Smith, former Kanawha County Public Library Board member and past President of the Board; Mr. Don Springer, former Kanawha County Public Library Board member and past President of the Board and Mrs. Don Springer; Ms. Sharon Hemmings and Mrs. Frances Sloan; former KCPL Board of Director members; Ms. Claire Foster, Marketing & Development

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Committee member; and Mr. David Price, Executive Director and Mr. J. D. Waggoner of the West Virginia Library Commission.

Dr. Bailey then recognized each of the Board members in attendance at the meeting.

Approval of Minutes. Upon a motion by Mr. Smith, seconded by Mrs. Chilton, and unanimously carried, the minutes of the June 12, 2000 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Dr. Byrd, seconded by Ms. Graff, and unanimously carried, the payment of Book Bills in the amount of $42,506.47 and General Bills in the amount of $210,538.83 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,975.97 duly certified and approved in accordance with the Bylaws and on motion of Dr. Byrd, seconded by Ms. Graff, and unanimously carried, it was ordered that the bills set out on the said list be paid.

REPORTS OF COMMITTEES:

1. Nominating Committee. Ms. Chilton reported that the Nominating Committee recommends the following slate of officers for 2000/2001:

- Dr. Kenneth Bailey - President
- Ms. Pamela Tarr - First Vice President

- Ms. Sandra Graff - Second Vice President
- Ms. Linda G. Wright - Secretary/Treasurer
- Mr. Fred Ranson – Assistant Secretary/Treasurer

There being no nominations from the floor, upon motion by Mr. Smith the above-named officers were elected by acclamation.

NEW BUSINESS.

1. Board Member Recognition. Dr. Bailey stated that Mr. Moss had completed his term of office on the Board of Directors. Mr. Moss has agreed to remain on the Building Committee as a community member. Dr. Bailey acknowledged Mr. Moss's contributions by sharing his involvement with various library projects with the group.

Dr. Bailey then read the following resolution:

WHEREAS, Mr. Bruce Moss has served the Kanawha County Public Library with ability and dedication as a member of the Board of Directors since 1983; and

WHEREAS, Mr. Moss has furthered the aims and purposes of this institution by his conscientious service as a member of this Board; and

WHEREAS, Mr. Moss has served as Chairman of the Building Committee for a number of years and most recently played a major role in the construction of the new Cross Lanes Branch Library facility; and

NOW THEREFORE BE IT RESOLVED, That this expression of appreciation and esteem be spread upon the minutes of this meeting and that a copy be presented to our colleague.

Upon a motion by Mr. Smith, seconded by Ms. Graff, and unanimously carried, the abov resolution was adopted. Dr. Bailey then presented Mr. Moss with a framed piece of artwork of t Charleston Library.

Dr. Bailey then invited Mr. Moss to the podium to give some parting remarks to those in attendance.

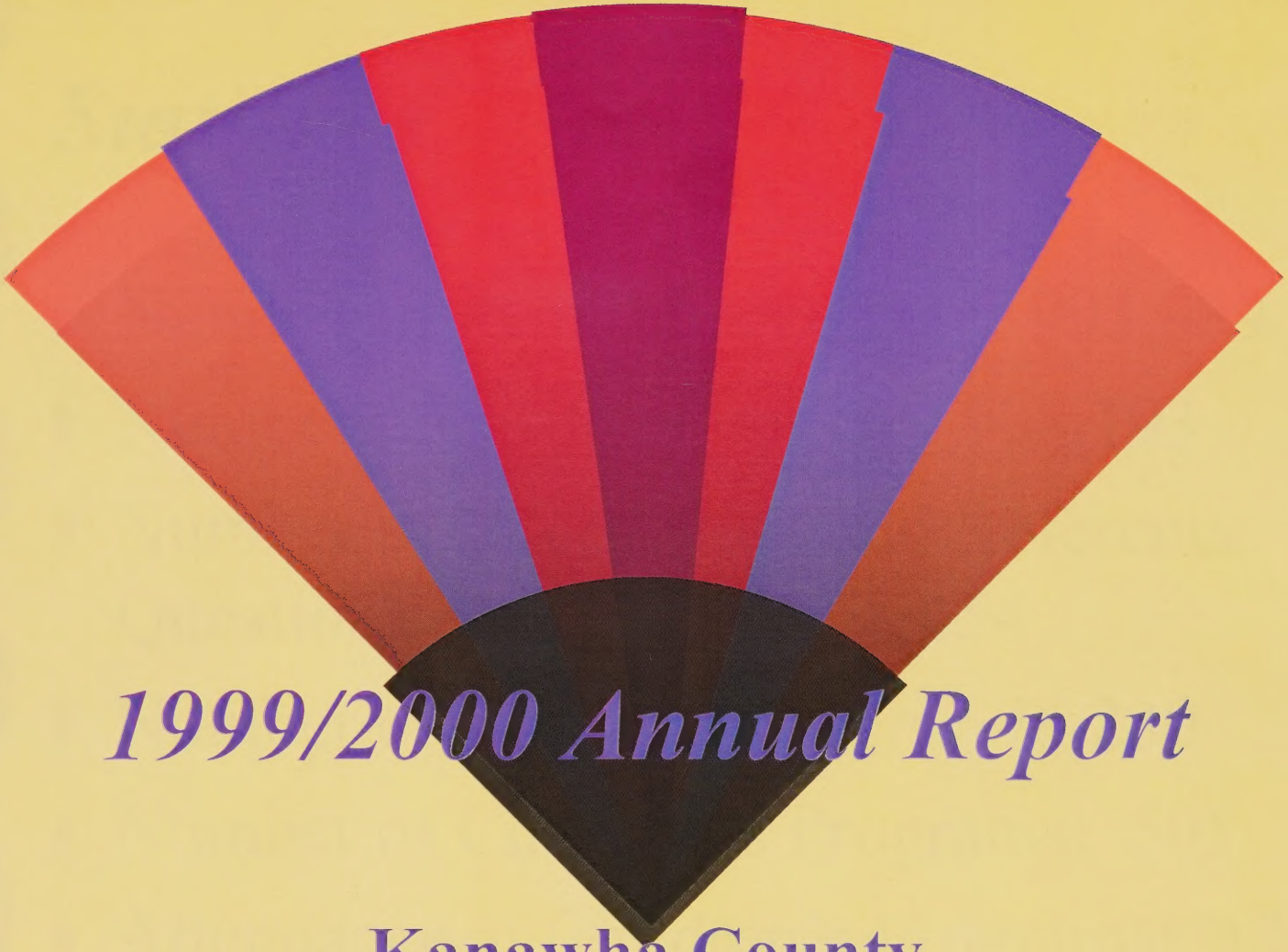
ANNUAL REPORT AND STAFF PRESENTATIONS:

Ms. Wright highlighted the annual report via a PowerPoint presentation. A copy of the annual report is attached to the minutes of this meeting.

Ms. Wright then announced that everyone in attendance would be divided up into three groups. The meeting was adjourned and Library staff then made presentations highlighting Children's Outreach activities, SIRSI library automation software and Adult Programming that was offered during the year. The presentations were followed by the serving of refreshments.

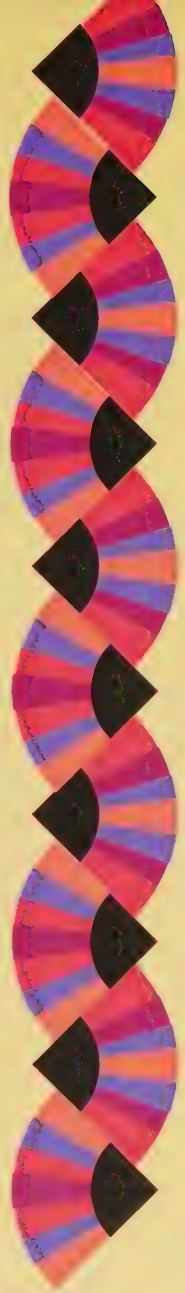
James R. Bailey
President

Linda T. Wright
Secretary



1999/2000 Annual Report

Kanawha County
Public Library system



Statistics

- Number of items checked out: 993,339
- Number of visits to library: 908,193
- Number of Information and Reference Questions Answered: 178,454
- Number of Computer Users: 76,230
- Number of Children's Programs: 505
- Attendance at Children's Programs: 12,302
- Number of Volunteer Hours: 6,849

Operations

- Introduction of marketing theme *"Get Connected At the Library."*
- Public use of audiovisual materials continued to grow.

Operations

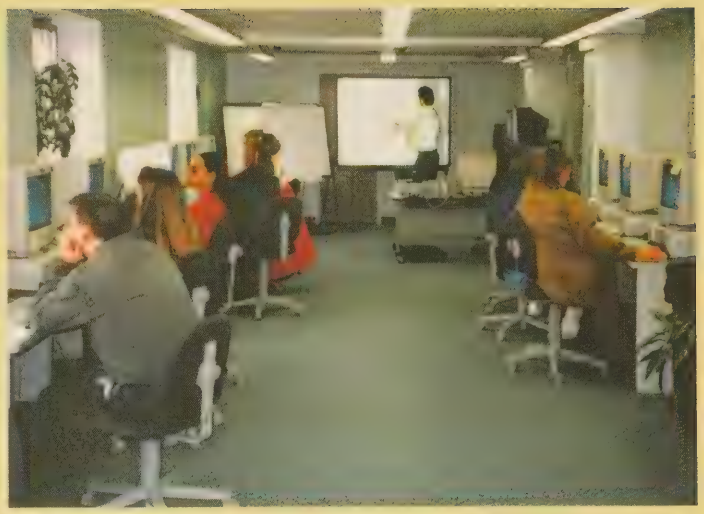
- Circulation procedures were reviewed to improve patron service including allowing AV materials to be returned after hours in book returns and interlibrary loan materials to be picked up at branches.
- The collection of literacy materials was relocated and reviewed.

Operations

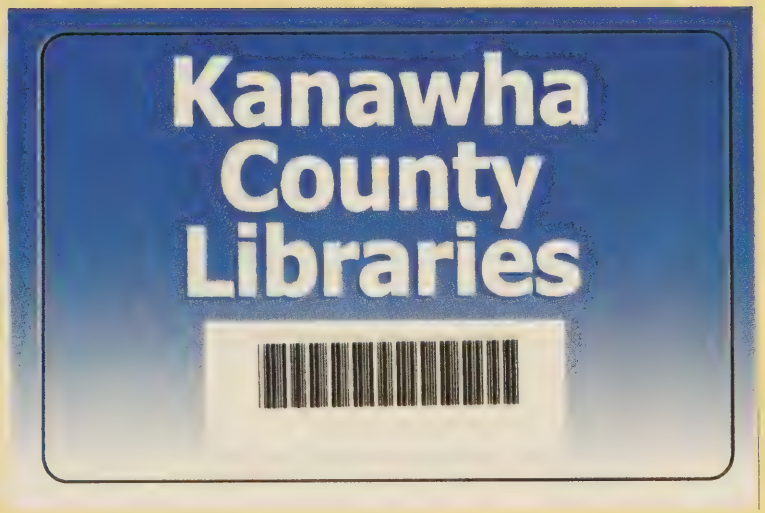
- New courier van was purchased.

Technology

- Gates Library Foundation grant successfully completed including a new Technology Center at the Charleston Library with 15 workstations.



Technology

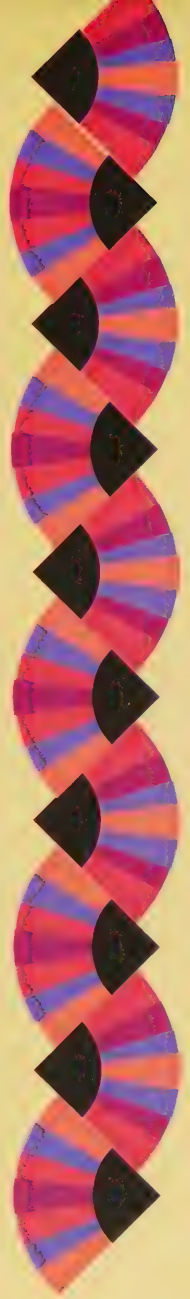


- Over 9300 new library cards were issued.
- Glasgow and Marmet Branch libraries had upgraded computer cabling installed.

Technology

- And the winner for the project of the year award and perhaps the project of the decade…

SIRSI, SIRSI, SIRSI



Technology

- Technology Team plans and implements a very successful conversion process.
- Training, training and more training.
- Database cleanup before changeover to SIRSI and more manual database corrections and updates since.
- Very favorable comments from public.

Programming & Outreach

- A five week series of Sunday music programs at the Charleston Library, “Sunday Jams”, was very popular.

Programming & Outreach

- Poetry programming expanded.
- 70 people completed the Read 99 in '99 program that was part of the 90th anniversary activities.

Programming & Outreach

- VolunTEEN program remains very popular with over 220 teens volunteering during the summer of 1999.

Programming & Outreach

- Elk Valley's teen puppeteers, Puppetpeople, grew to 15 members and performed monthly including at the Street Fair.
- Elk Valley staff increased contacts with area day cares and preschools.

Programming & Outreach

- St. Albans staff members and the Library Lynx mascot have become well known participants in St. Albans' parades.

Programming & Outreach

- Due to increased participation, Baby/Toddler storytime programs at the Charleston Library were increased.

Programming & Outreach

- Due to increased participation, Baby/Toddler storytime programs at the Charleston Library were increased.

Programming & Outreach

- Charleston Children's Services staff presented a monthly Saturday morning program at Town Center Mall, "Kid's Stuff".

- School presentations were greatly expanded with over 700 programs reaching over 19,000 children during the year.

Programming

- 2000 KCPL Street Fair very successful...

...due to the great work of Library Staff, VolunTEENS, Branch Advisory Boards.

Facilities

- Riverside Branch Library opens on July 17, 1999.
- Marketing campaign undertaken to raise community awareness about Riverside.

Facilities

- Children's programs are very popular at Riverside.

Facilities

- Bookmobile services were relocated to Riverside in August 1999.

Facilities

- Dunbar Branch staff work room was remodeled.
- Lighting in public service areas of the Dunbar Branch was improved.
- Elk Valley Branch entry area was renovated.

Facilities

- Groundbreaking for new Sissonville Branch library facility on April 15, 2000.

- Construction began in June.

Vision:

We envision the Kanawha County Public Library as the people's premier source of information in a community where learning and reading are revered and being well-informed is valued.

Mission:

The mission of the Kanawha County Public Library System is:

- To provide free, equal and uncensored access to information
- To provide citizens with job training and career development information that will prepare them for a competitive job market
- To enrich individual and family lives through satisfying educational, recreational and cultural experiences
- To enable patrons to access new information technology
- To provide opportunities for lifelong learning
- To serve as the center of community life
- To use available resources efficiently
- To seek additional resources

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 14, 2000

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 14, 2000 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey
Dr. Byrd
Ms. Gage
Ms. Graff
Mr. Kauffelt
Ms. Pauer
Ms. Poffenbarger
Mr. Price
Mr. Ray
Mr. Rolston
Mrs. Rugeley
Mr. Smith
Ms. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Diana Grant, Administrative Assistant. *Guest:* Dan Marslender, Human Resources Manager.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the Minutes of the regular meeting held July 14, 2000 and the Minutes of the Special meeting held on July 25, 2000 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the payment of General Bills in the amount of $251,857.59 and Book Bills in the amount of $88,822.01 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $495.44 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of July. Included were the following:

The Summer Reading Program concluded at the end of July. The Snakes Alive programs drew the largest attendance of the programs that were offered this summer. Riverside celebrated their first anniversary on July 17th with one of the Snakes Alive presentations. 238 attended the Riverside presentation which was held in the Commons area. Over 1200 attended the performances held elsewhere in the system. It seems the fascination with snakes never ends. Over 150 people attended a summer reading program finale that was held at Elk Valley. This event included two performances by Elk Valley's Puppeteens. The Clendenin Branch set a goal for their summer reading participants to "Read 2000 in 2000". The children came through and read almost 2800 books during the 7 weeks of the program.

The Clendenin Library Board wearing their new tee shirts along with the Clendenin VolunTEENS and the Library Lynx participated in a parade on July 1st celebrating Clendenin's summerfest event. The Bookmobile appeared in the St. Albans Riverfest parade thanks to driver Ron Finney. The St. Albans' Library was also represented in that parade by various members of that branch's staff.

Elizabeth Fraser, Head of Reference, prepared a reading list for the annual woman's conference sponsored by the Charleston Chamber of Commerce. The Reference Department has compiled a list which focuses on the theme each year this conference has been held. Reference Librarian Olivia Bravo spoke to the Civitan Club about the library and its role with literacy. Terri McDougal, Head of Children's Services also spoke to the Civitan Club about what services the library offers for children. Reference Librarian Yvonne Farley coordinated the three part series Rhythm and Rhymes on three successive Wednesday noontimes in July. The programs were held on the front plaza. We had very good attendance at the two programs that had good weather. The funding for the program series came from a grant from the West Virginia Library Commission.

Dan Marslender, Human Resources Manager, visited the Allen County Public Library and the St. Joseph County Public Library in July. Both of these libraries are in Indiana. For many years the Allen County Public Library has compiled data and produced an annual national report that focuses on library salaries. Dan found both library systems to be very well funded and prospering.

I am happy to report that we have finally filled the position of Riverside Branch Librarian. Ms. Toni Blessing currently assistant head of the West Virginia Supreme Court Law Library will begin in September. Ms. Blessing also has experience working in high school libraries with Kanawha County Schools. We have also finally filled the network administrator position in the Automation Department. This position has been vacant since March. Mr. Dan Murphy joined our staff last week. He has extensive experience with technology from his work in the military. Unfortunately we did receive official notice from Sandra Turner, Dunbar Branch Librarian, that she will be leaving KCPL in mid-October to relocate to Iowa to be closer to family.

And finally I thought I would share a quote that came in on one of our Say It forms to the Audiovisual Department: "I just moved from Seattle and this library has way more material than the Seattle libraries".

Dr. Bailey welcomed new Board member Karen Gage. Each member of the Board introduced themselves.

REPORTS OF COMMITTEES:

1. Personnel Committee. Ms. Graff distributed an organizational chart to the Board members. She reported that the Personnel Committee met, and contingent upon the Financial Affairs Committee approving that the funds are available, is recommending the creation of two professional positions.

The first is the position of an Assistant Public Services Manager to oversee the functions of the public service units at the Charleston location. Dan Marslender reported that currently Linda Miller, Public Services Manager, has 13 direct reports. It was noted that each of the branches has a branch librarian and the Charleston public service units have never had someone to report to that is just responsible for the Charleston location. Ms. Wright spends over 30 hours a month on collection management and is wanting this responsibility moved under the Public Services Manager in order to free up more of her time to work with the Development Office and Foundation.

The second position would be developed for someone with a Masters Degree in Library Science who is interested in becoming a manager. This person would be in a two-year training program and would go through a program intended for the person to become knowledgeable about the library system and develop management skills.

Mr. Smith reviewed the financial summary. He reported that the Financial Affairs Committee met and approved funds for these two positions.

After much discussion and upon a motion from Ms. Graff, seconded by Ms. Poffenbarger, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and Human Resources Manager are authorized to create the new professional position of Assistant Head of Public Services and the new professional position for library management training.

2. Financial Affairs Committee. Mr. Smith read the following resolution and upon a motion by Mr. Smith, seconded by Ms. Graff, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer are authorized to transfer $235,000 from the unencumbered fund balance to the Sissonville Building project line item of the fiscal year 2000/2001 budget.

Mr. Smith reviewed the carry forward request and upon a motion by Mr. Smith, seconded by Dr. Byrd, and unanimously carried, the following resolution was adopted:

RESOLVED, That the fiscal year 2000/2001 budget be amended to carry forward funds encumbered and/or authorized during the previous fiscal year to allow the following amounts to be taken from the unencumbered fund balance for the items designated:

Advertising	$9,600.00
Automation Equipment	25,000.00
Automation Repair & Maintenance	25,000.00
Automation Software	7,500.00
Automation Supplies	800.00
Benefits	11,000.00
Booksale	9,673.91
Building Improvements	9,500.00
Building Repair & Maintenance	3,500.00
Charleston Remodeling	19,000.00
Collection Improvement	48,000.00
Collection Materials	81,000.00

Computer Equipment		22,000.00
Equipment Repair & Maintenance		450.00
Furniture & Equipment		9,700.00
Library Awareness		11,000.00
Library Supplies		500.00
Literacy LSTA Grant		4,440.41
Miscellaneous		33.25
Nitro		2,520.54
OCLC		7,500.00
Office Supplies		300.00
Poetry Grant		2,100.00
Postage/Freight		2,900.00
Preschool Outreach LSTA Grant		5,000.00
Printing		5,800.00
Professional Fees		20,000.00
Programming		1,500.00
Salaries:		
Full-time Professional		40,000.00
Professional Substitutes		3,000.00
Paraprofessional Substitutes		6,000.00
Paraprofessional Part-Time (Security)		4,000.00
SIRSI Project		70,000.00
Sissonville Construction		13,660.00
Staff Training		6,000.00
Staff Travel		3,900.00
Vehicle Maintenance		200.00
	Total:	**$492,078.11**

Mr. Smith reviewed the reserve funds. The Clendenin Flood Insurance Premium Fund is used to pay premiums for flood insurance for Clendenin. This money came from a settlement with FEMA when the Clendenin Library was flooded several years ago. Ms. Wright noted that we have had the bookmobile for approximately 11 years. Money has been set aside each of the last two years to develop a fund to replace the bookmobile when it can no longer operate. The Collection Improvement Fund is used to purchase additional materials, particularly for our new branches. Upon a motion by Mr. Smith, seconded by Ms. Poffenbarger, and unanimously carried, the following resolution was adopted:

RESOLVED, That the following funds be reserved during the 2000/2001 fiscal year:

Clendenin Flood Insurance Premium Fund	$20,000
Collection Improvement	$45,000
Bookmobile Replacement	$45,000

Mr. Smith read the following resolution and moved that it be adopted:

RESOLVED, That the Library Director and Administrative Services Officer are authorized to transfer $25,000 from the unencumbered fund balance to the fiscal year 2000/2001 budget for the purchase and installation of new e-mail software.

Mrs. Rugeley seconded the motion.

After much discussion, Mr. Price moved to table the motion and see if the Automation Manager, Karen Arnett, could join the meeting to discuss the matter further. Ms. Graff seconded the motion and Fred Ranson left the meeting to see if Ms. Arnett was available to join the meeting.

3. Building Committee. Mr. Rolston reported that the Building Committee met to discuss several matters. Mr. Rolston read the following resolution:

RESOLVED, That the Library Director and Administrative Services Officer are authorized to solicit bids for the shelving and other furniture for the new Sissonville Branch Library, and

FURTHER RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to award bids for shelving and other furniture in an amount not to exceed $100,000.

Upon a motion by Mr. Rolston, seconded by Ms. Graff, and unanimously carried, the above resolution was adopted.

After discussion and upon a motion by Mr. Rolston, seconded by Dr. Byrd and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to dispose of or demolish the existing Sissonville Library building, and

FURTHER RESOLVED, That they may expend up to $5,000 for that purpose.

Ms. Wright explained that the Library engaged an architect to look at the Clendenin Building to see how to remodel the new building and blend it with the existing building. The proposal for architectural services came in higher than expected.

After discussion and upon a motion by Mr. Rolston, seconded by Ms. Graff and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to seek proposals for architectural services for the renovation of the Clendenin Branch Library, and

FURTHER RESOLVED, That the Building Committee will review all such proposals received and report its recommendation to the Board of Directors at the September 11, 2000 Board meeting.

NEW BUSINESS.

1. Committee Assignments for FY 2000/2001. Dr. Bailey reviewed the committee assignments list that was distributed to each member and stated that if anyone would like to make any changes to contact him.

2. Recognition of VolunTEENS. Ms. Wright stated that each year we have asked the Board to adopt a resolution that we send with a cover letter to each of the VolunTEENS for their contribution. After discussion and upon a motion by Ms. Poffenbarger, seconded by Ms. Graff, and unanimously carried, the following resolution was adopted:

WHEREAS, volunteer service is a very important contribution to the quality of life in all communities; and

WHEREAS, the Kanawha County Public Library system in 1994 initiated a volunteer program aimed at utilizing the talents and energies of teenagers during the summer and fostering the concept of volunteerism; and

WHEREAS, the Library system's award-winning VolunTEENS program has become a significant complement to the system's community service orientation, particularly during the Children's Summer Reading Program; and

WHEREAS, the VolunTEENS program builds self-esteem in and teaches community responsibility and work ethics to participants;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library system hereby commends the VolunTEENS for their active participation in the system's 2000 VolunTEENS program and for the over 4000 hours of service they contributed to the library system and the community.

Karen Arnett, Automation Manager, joined the meeting.

Mr. Price moved to take from the table the motion regarding e-mail software, Mrs. Rugeley seconded the motion, and it was unanimously carried, the motion regarding

transferring $25,000 from the unencumbered fund balance to the fiscal year 2000/2001 budget for the purchase and installation of a new e-mail software back on the table.

Karen Arnett provided the Board with information regarding our current e-mail software and the system it runs on. After much discussion, Mr. Price moved to table the motion until further information can be obtained, Ms. Graff seconded the motion and it was unanimously carried.

It was requested that Mr. Price submit his questions in writing for Karen Arnett to respond to and the information will be brought before the Support Services Committee of the Board for further consideration.

OLD BUSINESS.

1. Sissonville. Dr. Bailey reported that the Executive Committee reviewed a proposed letter from Westfield Insurance Company that will settle the legal matter if agreed upon by the Kanawha County Public Library Board of Directors. After much discussion it was decided that the wording of the letter proposed by Westfield Insurance Company needs to be revised and wording added or language clarified to make it clear there will be no effect on the existing bond.

2. Book Sale. Ms. Wright announced that the Book Sale is Saturday, August 26 from 8 a.m – 8 p.m. If anyone would like to volunteer to work the sale contact Cindy Miller.

There being no further business, the meeting was adjourned.

President

Secretary

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 31, 2000

A Special Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Thursday, August 31, 2000 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey	Mr. Rolston
Mr. Kauffelt	Mrs. Rugeley
Mr. Ray	Mr. Smith
Mr. Reustle	

Also present were Ms. Linda G. Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Ms. Linda Miller, Public Services Manager. Special guest: Ms. Karen Arnett, Automation Manager.

Dr. Bailey, President, presided.

Dr. Bailey thanked everyone for attending this special meeting of the Kanawha County Public Library Board of Directors.

Dr. Bailey stated the reasons for the special meeting being called.

Mr. Smith moved to remove the following resolution from the table for discussion:

RESOLVED, That the Library Director and Administrative Services Officer are authorized to transfer $25,000 from the unencumbered fund balance to the fiscal year 2000/2001 budget for the purchase and installation of new e-mail software.

Mrs. Rugeley seconded the motion and it was unanimously carried.

Karen Arnett reviewed various points with regard to the options available for e-mail service for the library system.

After discussion and upon a motion by Mr. Smith, and unanimously carried, the resolution was adopted.

There being no further business, the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 11, 2000

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 11, 2000 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Ms. Poffenbarger
Ms. Cloer	Mr. Ray
Ms. Gage	Mrs. Rugeley
Ms. Graff	Mr. Smith
Mr. Kauffelt	Ms. Tarr
Ms. Pauer	Ms. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer and Ms. Diana Grant, Administrative Assistant. *Guest:* Ms. Cindy Miller, Marketing and Development Manager.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Dr. Bailey welcomed new Board member Caroline Cloer. Introductions were made.

Approval of Minutes. Upon a motion by Mr. Smith, seconded by Ms. Graff, and unanimously carried, the Minutes of the regular meeting held on August 14, 2000 and the Minutes of the Special meeting held on August 31, 2000 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Graff, and unanimously carried, the payment of General Bills in the amount of $168,236.61 and Book Bills in the amount of $41,346.93 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,295.18 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Ms. Graff, and unanimously carried, it was ordered that the bills set out on the list be paid.

Correspondence. Ms. Wright shared a thank you letter that was addressed to the Board of Directors from Mr. Bruce Moss. The letter is attached to the minutes of the meeting.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of August. Included were the following:

The Automation Department installed their first update to the SIRSI automated library system software since we implemented the software last March. The Automation staff reported that the installation was very easy and much less time consuming than what we had previously experienced in installing updates to the VTLS software.

In August we initiated use of a new electronic database, CollegeSource. This resource provides the college catalogs for hundreds of academic institutions. We had previously subscribed to a microfiche version of this product for the Charleston Library. This electronic database is available on the public computer workstations at all of our locations.

Cindy Miller, Marketing and Development Manager, has had discussions with the Sunrise Museum staff about more ways we can work together. As a result the Reference staff will be compiling bibliographies related to the various exhibitions at the museum. The first bibliography has been completed by Elizabeth Fraser, Head of the Reference Department, for the figurative art exhibit which has just begun.

Although library programming activities were light in August to give staff some opportunity to recover from the summer reading program, we did have a very interesting and successful cooperative program at Glasgow in August. The Glasgow Branch Library staff joined with the Kelly's Creek Communities Association and several Americorps volunteers to present a program on conservation entitled "Learn How to Protect Your World". The Americorps staff had displays showing how erosion occurs and what needs to be done to correct this. The Community Association presented a puppet play on how a community should deal with garbage and the importance of a clean community. The Library staff had a craft for the children to do, publicized the program and set up the meeting room. There were 21 children and 22 adults in attendance at this program.

The new Assistant Head of the Reference Department is Carolyn Schade. Carolyn has worked as a substitute librarian in the Reference Department since 1998 and has previous experience in public, law and corporate libraries. Sandra Turner who currently serves as the Dunbar Branch Librarian and was previously the Branch Librarian at Elk Valley and has worked at KCPL since 1993 has decided to leave KCPL as of mid October. She will be relocating to Iowa so that she can be more involved in the care of her mother. Last month I announced that after 14 months we had hired a branch librarian for the Riverside Library. However, last week the person who had accepted the position and who was to have begun work on September 18 notified us that due to forthcoming changes in her husband's employment status, she did not feel that she could leave her current position. Therefore, we are now again actively recruiting for two branch librarian positions.

REPORTS OF COMMITTEES:

1. Long Range Planning Steering Committee. Mrs. Rugeley reported that a joint meeting of the Long Range Planning and Long Range Planning Steering Committees was held on August 24. A draft of the long range plan was presented to the

committees. There was positive reaction to the plan and not many changes were made. One of the areas discussed at the meeting was the need to raise awareness of the library and the need for a friends/advocates/support group. Each of the branch libraries, with the exception of Glasgow, has an advisory board. The main library does not have an advisory board. The recommendation that came out of the joint meeting was to develop a friends group for Charleston first with representation from each location in the planning stages.

Mrs. Rugeley stated that she and Linda Wright will be visiting with each branch advisory board in the next six to eight weeks and reviewing the long range plan draft. A final draft will be presented to the Board by the end of the year.

An updated chronology and progress report of the long range planning process was distributed for informational purposes.

Dr. Bailey stated that in an effort to organize legislative efforts, a newly created Board Committee called *Governmental Relations* has been formed. Sandy Graff has agreed to chair this committee. Dr. Bailey will be appointing members to serve on this committee before the next Board meeting.

2. Building Committee. Ms. Wright stated that the Building Committee met last week to review the three architectural proposals received for the Clendenin expansion

project. The Committee is in the process of setting up a meeting with each of the firms and will be bringing a recommendation to the Board next month.

The other item of business discussed at the Building Committee was the furniture and equipment bid packages for the Sissonville Branch Library. After discussion and upon a motion by Ms. Graff, seconded by Mrs. Rugeley and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library Director and Administrative Services Officer are authorized to award bids for the furniture and equipment for the Sissonville Branch Library at a total amount not to exceed $100,000.

OLD BUSINESS.

1. Sissonville. Pictures of the current work at the Sissonville Branch Library were distributed around the table.

Dr. Ranson reported that the building is progressing well. New materials were used to put the building back together after the wind damage. The contractor is now in the process of roofing the building. Dr. Ranson reported that the contractor has begun to lay the bricks. Due to the wind damage, the finishing date may have to be pushed back a little.

Discussion took place on the current Sissonville branch library closing in order for the move to the new facility to take place. Ms. Wright stated that efforts would be made to give the public some service in that area of the county during the time the library

would be closed. A date for a formal opening ceremony has not been planned at this time.

2. Cross Lanes. Dr. Bailey reported that a letter has been signed that will hopefully settle the litigation with Westfield Companies.

NEW BUSINESS.

1. Book Sale 2000 and the West Virginia Book Festival. Cindy Miller reported that the Book Sale held on August 26, 2000 was a great success. She reviewed changes that were made to the sale this year and the positive publicity that was received. A record breaking dollar amount of over $25,000 was made.

Ms. Miller stated an early announcement was made regarding next year's Book Sale moving to October 13, 2001. The Book Sale will be held in conjunction with the first ever West Virginia Book Festival. Ms. Miller shared a few of the events that will take place during the West Virginia Book Festival. Anyone interested in volunteering to help with the Book Festival can contact her.

Dr. Bailey thanked Ms. Miller and all the workers of the Book Sale for everything done to make the 2000 Book Sale a great success.

2. Announcements. Ms. Wright announced that the Marmet Branch Library is celebrating 20 years of service on Saturday, September 23 from 11 a.m. – 2 p.m. All of the Board members were extended a special invitation.

St. Albans Public Library's Annual Meeting is scheduled for September 19 at 7 p.m. Dr. Tom Williams, new St. Albans High School Principal, is the guest speaker.

There being no further business the meeting was adjourned.

President

Secretary

Bruce E. Moss
First Vice President-Investments

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September 8, 2000

The Board of Directors,
Kanawha County Public Library
ATTN: Dr. Ken Bailey, Chairman
123 Capitol Street
Charleston, WV 25301

To: All members of the Library Board,

Please accept my sincere thanks for the beautiful picture of the Library. It will serve as a very special reminder of my time on the Board and I will always treasure it. However, the most rewarding memories will be of the privilege of working with each member of the board, both past and present. It has been a wonderful experience and I have thoroughly enjoyed it. The continued growth and betterment of the facilities and services speaks volumes to the dedication, abilities and interest of the Director, the Board, and all of the wonderful employees of the Kanawha County Public Library System.

My very best wishes to each of you as you continue your labors on behalf of all citizens of this county, and the entire state, as leaders of Library Services throughout the state.

In all your efforts, you are in my thoughts and best wishes,

Sincerely,

Bruce

Bruce E. Moss

SALOMON SMITH BARNEY INC. Laidley Tower, Suite 300, 500 Lee Street, E, Charleston, WV 25301 FAX 304-353-9055

THE INFORMATION SET FORTH WAS OBTAINED FROM SOURCES WHICH WE BELIEVE RELIABLE BUT WE DO NOT GUARANTEE ITS ACCURACY OR COMPLETENESS. NEITHER THE INFORMATION NOR ANY OPINION EXPRESSED CONSTITUTES A SOLICITATION BY US OF THE PURCHASE OR SALE OF ANY SECURITIES.

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 9, 2000

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, October 9, 2000 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Agrawal
Dr. Bailey
Dr. Byrd
Ms. Chilton
Ms. Gage
Ms. Graff
Mr. Price
Mr. Ray
Mr. Reustle
Mr. Rolston
Mrs. Rugeley
Mr. Smith
Ms. Tarr

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer and Ms. Diana Grant, Administrative Assistant. *Guest:* Mr. Dan Marslender, Human Resources Manager, Ms. Allison Williams, Attorney and Ms. Julie Spiegler, Audiovisual Department Head.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Dr. Bailey welcomed new Board member Dr. L. S. Agrawal. Introductions were made.

Ms. Graff made a motion to adjourn to executive session. Mr. Rolston seconded the motion and the motion carried with one member, Mr. Price, opposing.

Dr. Byrd made a motion to adjourn from Executive Session and continue with the regular Board of Director's meeting. Mrs. Rugeley seconded the motion and it was unanimously carried.

Upon a motion by Ms. Tarr, seconded by Mrs. Rugeley, the proposed settlement discussed in Executive Session was approved with one member, Mr. Price, opposing.

Approval of Minutes. Upon a motion by Mr. Price, seconded by Ms. Graff, and unanimously carried, the Minutes of the regular meeting held on September 11, 2000.

Approval of Bills. In accordance with the Bylaws and on motion of Dr. Byrd, seconded by Mrs. Chilton, and unanimously carried, the payment of General Bills in the amount of $93,566.05 and Book Bills in the amount of $76,333.29 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,024.82 duly certified and approved in accordance with the bylaws and on motion of Dr. Byrd, seconded by Mrs. Chilton, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of September. Included were the following:

The staff of the Marketing and Development Office ably assisted by several staff members from other departments set up exhibits at the Community Day held at Sunrise Museum on September 9 and at the Kanawha County Fair on September 30. A total of 60 library card applications were received at these events. The bookmobile was present at both of these events as well.

A representative from the Foundation Center visited the Charleston Reference Department in September. KCPL is the only West Virginia library that is affiliated with the Foundation Center. We are a "cooperating collection" member. In addition to reviewing our collection in the area of grant resources, the representative offered a program on proposal writing. This very well received program was attended by 49 people from a wide variety of non-profit agencies.

The Kanawha County Master Gardners' group have worked with Sara Sue Wright in the Reference Department who developed recommendations of gardening titles for a donation the group wanted to make. To date almost $1000 has been received from the club to purchase books and videos to enhance a very well used section of the Charleston Library's adult circulating collection.

The library's mascot, the Library Lynx, was again a parade participant in September. The Lynx rode on a fire truck in the Marmet Labor Day parade. The Marmet Advisory Board had a successful 20th anniversary celebration on Saturday, September 23.

An article on the tutoring room at the Dunbar Branch appeared in the Metro West. The article included a photograph of long time library supporter and literacy tutor, Margaret Kausek, and her student. As a result of the article she was invited to speak at the Dunbar Rotary Club about her literacy activities and the support the library gives to this program.

Finally, I must unfortunately announce the resignation of another librarian. Diane Cheshire, a children's librarian, has resigned to return to Arkansas for family reasons.

Diane has great energy and enthusiasm and those attributes have resulted in an expansion of the variety of programs offered at the Charleston Library and an increase in average attendance at these programs. Diane has also made hundreds of visits to local day cares and to school classrooms to inspire more children to read for pleasure.

REPORTS OF COMMITTEES:

1. Personnel Committee. After discussion and upon a motion by Ms. Graff, seconded by Ms. Tarr, and unanimously carried, the following resolution was adopted:

RESOLVED, That $6,000 be transferred from the contingency line to the full-time salary line item in the fiscal year 2000 – 2001 budget.

2. Building Committee. Mr. Rolston reported that the Building Committee met and interviewed three architectural firms for the renovation and expansion work at the Clendenin Branch Library. The Building Committee recommends Bastian & Harris Architectural firm for this work. Mr. Rolston stated that Bastian & Harris Architectural firm will provide preliminary plans for $4,000. If the Board decides to proceed, it will be 8% of the cost of construction. A supplemental sheet was received that stated that $4,000 will be deducted back out of their fee if the Board proceeds. After discussion and upon a motion by Mr. Rolston, from the Building Committee, seconded by Ms. Graff, and unanimously carried, the following resolution was adopted:

RESOLVED, That after legal review the contract for architectural services for remodeling and expansion of the Clendenin Branch Library be awarded to Bastian & Harris Architects.

OLD BUSINESS.

1. Sissonville. Ms. Wright passed around recently taken pictures of the Sissonville Branch Library. She stated that the roof has been covered in, and the metal roofing has arrived. The brickwork has been completed on the exterior of the building. Ms. Wright reported that she visited the site last week and General Glass was measuring the windows.

Board members, Mrs. Rugeley and Mr. Price, complimented the way the Sissonville Branch Library looks and how it is progressing.

NEW BUSINESS.

1. West Virginia Library Association Annual Conference. Ms. Wright reported that the West Virginia Library Association Annual Conference will be held on November 2 – 4, 2000 at the Holiday Inn, Charleston House. Ms. Wright briefly talked about the Pre-Conference that will be held on Thursday, November 2, on Intellectual Freedom, and encouraged as many board members to attend that possibly could. Mrs. Rugeley stated that each Board member should have received a letter from the chair of West Virginia Library Association Intellectual Freedom Committee with a letter from Mrs. Rugeley inserted in the packet encouraging attendance at the sessions being offered this year at the conference.

2. Board Retreat. Dr. Bailey reported that he would like to have the Board Retreat in February of 2001. A tentative date of Saturday, February 17 was set for the Board Retreat.

3. Audiovisual Services. Julie Spiegler, Audiovisual Department Head, gave a PowerPoint presentation and reported on the Audiovisual staff background, history and growth the Audiovisual Department has experienced.

4. Miscellaneous. Ms. Wright reminded everyone that Staff Development Day is scheduled for November 15, 2000 at the John XXIII Pastoral Center.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

November 13, 2000

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, November 13, 2000 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Agrawal
Dr. Bailey
Dr. Byrd
Mrs. Chilton
Ms. Cloer
Mr. Kauffelt
Ms. Pauer
Ms. Poffenbarger
Mr. Price
Mr. Rolston
Mrs. Rugeley
Mr. Smith
Ms. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Diana Grant, Administrative Assistant.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mr. Price, seconded by Mrs. Rugeley, and unanimously carried, the Minutes of the regular meeting held on October 9, 2000.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Rolston, and unanimously carried, the payment of General Bills in the amount of $354,826.87 and Book Bills in the amount of $99,978.73 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,946.20 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of October. Included were the following:

In early October the new electronic mail system was installed. Throughout the month the staff of the Automation Department worked on various tasks related to this new system. Staff training sessions on this new system also began in October.

Also in late October SIRSI installed a new interface for the public to access the on-line catalog. Approximately two months ago SIRSI sent out an announcement to customers that this new product would be available at half price if ordered by the first of October. The members of the Technology Team looked at the product. They were impressed by what SIRSI was trying to do in providing much greater functionality and information to the user. However, there were aspects of the product they thought could be improved. We informed SIRSI that we basically liked the product, but if we were to make the purchase we would want some revisions and modifications made and they agreed. During the past two months the Technology Team has worked with SIRSI to make the changes we desired. The Team felt that SIRSI was very receptive to listening to the comments and suggestions that we made. In turn SIRSI was pleased with the thoughtfulness and interest and knowledge that the Technology Team displayed in evaluating the initial product and subsequently each of the changes that were made. This new interface was installed on October 25 and we have had many favorable comments.

This product will help us meet some of the objectives in the new long range plan. We were the first library in the country to make this product available to our public.

Seven staff members attended a SIRSI User's Group meeting in Hampton Virginia at the end of October.

KCPL participated in the Charleston Chamber of Commerce's Mountain State Business and Trade Show at the Civic Center. 31 people were registered for library cards during this event.

The Library also participated in a Halloween program at the Capitol Market. Staff presented stories and had some simple crafts for the children to make. Over 100 adults and children attended this event.

The St. Albans library staff had a booth at the Olde Main Plaza festival on October 14. Over 100 people visited the booth.

The Clendenin Branch Library Board and staff hosted a Halloween party at the Clendenin Recreation Center. Because of the large attendance they have had in past years when they held this event at the library, they decided to move to a larger location this year. Almost 100 adults and children attended this event.

The Marketing and Development Office produced and distributed the annual teachers' newsletter. A copy of this newsletter is distributed every fall to each teacher in both public and private schools in the county.

The staff at Elk Valley are making monthly visits to the elementary schools in their area. Staff from St. Albans are reading weekly at Alban Elementary. Riverside staff members are reading weekly to classes at Malden and Sharon Dawes Elementary schools and at Cedar Grove Community School. Also at Riverside we have some high school classes participating in some of the elementary school class visits to the library. Some of the high school students even are dressing up in costumes.

The Technical Services Department has been quite busy during the first quarter of this fiscal year. They have already cataloged and processed over 24,500 new items for the collection in the past four months. This is another indication of why we so badly need additional space. This number is approximately equal to the total number of items currently on the shelves at the present Sissonville Library. Our most critical need for additional space is in the Main Library in order to house the numerous unique titles we purchase that adds the depth we need to have a quality collection.

A new librarian has been hired to fill the position of Dunbar Branch Librarian that became vacant in mid October due to the retirement of Sandra Turner. Kay Ferrill began work on November 6. Kay has her master's degree in library science from the University of Rhode Island. She worked several years at the Newport Rhode Island Public Library. She then moved to Virginia and has worked for more than 10 years at the public library

in Suffolk, Virginia as a reference librarian, head of Technical Services and most recently as assistant director.

REPORTS OF COMMITTEES:

1. Public Services Committee. Ms. Whitehead reported that the Public Services Committee met with Ms. Loretta Haddad of the Family Enrichment Center to explore the possibility of installing a library Kiosk in the Center. The Kiosk would be located near the entrance of the facility in close proximity to the information desk and will be staffed by a Center employee.

Ms. Haddad shared with the Public Services Committee what the Family Enrichment Center will provide for the community. These things include: an adult learning & training center, child development center, family health center, child and family support center and a community enrichment center.

Ms. Whitehead reported the Public Services Committee has authorized Ms. Wright to contact various businesses to see if there is any interest in sponsorship of the library kiosk.

Ms. Whitehead briefly stated that the idea of having a Kiosk at the Southridge Wal-Mart location had been discussed, and it was determined that the Family Enrichment Center would be a more beneficial place as it would serve an area of the community that is currently underserved.

OLD BUSINESS.

1. Sissonville. Ms. Wright passed around recently taken pictures of the Sissonville Branch Library. She stated she visited the site on Thursday. The inside walls are painted, the contractors are in the process of putting in the frame work for the drop ceiling and are putting the finishing coat to the molding that will go around the windows. The outside glass that had to be custom made for the skylights has yet to be installed. The roof is approximately two thirds done and the contractors are putting the ceramic tile in the restrooms. The shelving is ready and will be installed as soon as we have access to the main area of the building. A final walk through has been scheduled for Thursday afternoon, but Ms. Wright stated that she doubted the building will be completed enough for the walkthrough.

Plans are to close the current Sissonville Branch Library on November 24. Weekly bookmobile stops will be scheduled while the transition from one location to the other takes place. An opening date for the new library is tentatively being planned for January 9 or January 16.

2. Clendenin. Ms. Wright reported that a contract has been signed with Bastian & Harris Architects. Ms. Wright stated that she has drafted a document of the desired features we are looking for in an expanded facility in Clendenin. She has sent Linda Miller, Public Services Manager, and Tammy Parker, Clendenin Branch Manager,

a copy of this draft to review before discussions begin with John Harris and his staff hopefully next month.

3. Main Library. Ms. Wright reported that she just received today a draft of the first part of the three parts of the facility study on the main library that N Visions is currently working on. This first part reports on the conditions of the current building. She and Fred Ranson will be meeting with Lloyd Miller tomorrow afternoon to go over the first draft. At the meeting tomorrow, Ms. Wright stated she would find out from Lloyd Miller when to expect the second portion of the report, which will include a study of an expansion and associated costs, and the third portion which will include a new library and the costs for such a facility.

NEW BUSINESS.

1. Library Foundation Board Membership. Mrs. Rugeley briefly reported on background information on the origination of the Library Foundation and the membership of the Board. She stated that at the October meeting of the Library Foundation the Foundation Board discussed expanding the Board by adding three new members to their group. One person would be added for a two-year term, one for a four-year term and one for a six-year term. Possible members discussed and prioritized names for possible candidates for the Foundation board. Mrs. Rugeley has contacted three individuals and at this point two of the three have agreed to serve on the Library Foundation board.

Mrs. Rugeley moved the election to the Library Foundation Board of Directors the names of Tom Heywood for a four-year term and Karen Lukens for a six-year term. Mr. Kauffelt seconded the motion and the motion carried with one member, Mr. Price, opposing.

2. Annual Fund Campaign. Ms. Rugeley reported that a goal of $25,000 was set for the 2000 Annual Fund Campaign. As of November 6, $10,363 has been raised. The campaign will end on March 1, 2001. Mrs. Rugeley stated that a positive outcome has been the increase in the annual donor base. Each member present received a copy of the 2000 Fund for the Library brochure. Mrs. Rugeley encouraged 100% Board participation as this is a point that is inquired about when seeking funds from outside sources such as the foundation.

Dr. Bailey thanked Mrs. Rugeley for the enthusiasm she has shown and her great ideas and work she has contributed to the Foundation Board.

3. Christmas Open Houses. Ms. Wright stated that a Christmas Open House flyer was in the packet of information given to each Board member. She encouraged Board members to attend any of the open houses they could. She stated that this was a good opportunity to meet advisory boards and patrons.

4. Miscellaneous. An announcement was made that Staff Development Day is Wednesday, November 15, 2000 at the John XXIII Pastoral Center.

The next Board meeting is Monday, December 11, 2000.

5. Intellectual Freedom Video. The Board members viewed a video on intellectual freedom which was followed by discussion of this topic.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

December 11, 2000

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, December 11, 2000 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Mr. Ray
Dr. Byrd	Mr. Reustle
Mrs. Chilton	Mrs. Rugeley
Ms. Cloer	Mr. Smith
Ms. Graff	Ms. Tarr
Mr. Kauffelt	Ms. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager, Ms. Terri McDougal, Children's Services Department Head and Ms. Diana Grant, Administrative Assistant.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Dr. Bailey changed the order of business and presented Ms. Terri McDougal with a certificate honoring her 15 years of service with the Kanawha County Public Library.

Dr. Bailey apologized that her name was left off the list on Staff Development Day when service awards are normally presented.

Ms. Graff distributed a list of legislator's names and asked Board members to sign their name beside the names of the legislators that they would be willing to contact if called upon.

Approval of Minutes. Upon a motion by Ms. Graff, seconded by Mr. Kauffelt, and unanimously carried, the Minutes of the regular meeting held on November 13, 2000 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Graff, and unanimously carried, the payment of General Bills in the amount of $104,943.21 and Book Bills in the amount of $64,345.86 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $292.97 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt seconded by Ms. Graff, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of November. Included were the following:

Staff Development Day was held on November 15 at the John XXIII Center. The staff evaluations of the various sessions were very positive. Several sessions were presented by KCPL staff. The major outside presenter was a librarian from Ohio who presented four sessions on various aspects of children's programming.

The West Virginia Library Association's annual conference was held in Charleston from November 2-4. KCPL staff were very involved in this conference. Yvonne Farley, of the Reference Department, moderated a half-day workshop on intellectual freedom that was very informative. Various KCPL staff members covered the staffing of a table with information about Charleston as well as the library. Reference department staff also offered a number of Internet sessions in the Technology Center during the conference. 31 staff were able to attend all or part of this conference. Our own Julie Spiegler, Audiovisual Department Head, was elected 2nd Vice President of the Association.

The annual conference of Read Aloud West Virginia was held at the Civic Center on November 4. 9 staff members attended the conference. The Children's Department was the site of a reception for this organization on Friday evening before the conference.

The best attended public program the library offered in November was a History Alive presentation about Margaret Blennerhassett which was held at Elk Valley. 55 students and adults attended this excellent presentation.

The Woman's Club of St. Albans presented the St. Albans' staff with a Certificate of Appreciation for "excellence in service to St. Albans".

The library has been remembered in the will of Clarence Britton. Mr. Britton was a resident of Myrtle Road in South Hills. Up until the last several years Mr. Britton walked almost daily to the Charleston Library. Mr. Britton left $25,000 to the library.

REPORTS OF COMMITTEES:

1. Long Range Planning Committee. Mrs. Rugeley reported that the draft long range plan has been presented to each of the advisory boards and to the community representatives in the Glasgow area. She briefly reviewed the areas of the long range plan that were developed by staff and the areas developed by the Board of Directors. She

stated that only area of real concern to some of the advisory boards was the fact that this is a very ambitious plan. The draft long range plan has gone before the Long Range Planning committee and they have approved the plan and would like to recommend it to the Board of Directors for approval.

After discussion and upon a motion by Mrs. Rugeley, seconded by Mr. Kauffelt and unanimously carried, the long range plan was adopted.

2. Public Services Committee. Ms. Whitehead read the following resolution:

RESOLVED, That the Library Director is authorized to sign a binding letter of agreement with Community Council of Kanawha County with regard to the Library's participation in the Family Enrichment Center.

Ms. Wright stated that this is in regard to the new facility in North Charleston. There is a 120-day mutual cancellation clause with written notification. She explained that Community Council is trying to get a loan to make up the difference of what they have raised and the amount that is needed so construction may begin. In order to assure the lender that this is something the vendors are committed to, they are asking everyone to sign a binding agreement. Ms. Wright stated that our rental space will be approximately $300 a year for a kiosk.

After discussion and upon a motion from the Committee, seconded by Mrs. Chilton and unanimously carried, the above resolution was adopted.

3. Governmental Relations Committee. Ms. Graff reported two information sessions have been held for Kanawha County legislators. Delegate Bonnie Brown, Delegate Bobbie Hatfield and Delegate Ray Keener have come to those meetings. On January 4 at 4 p.m. an additional session will be held at the Cross Lanes Branch Library and on Thursday, January 11 at 4 p.m. the final session will be held at the Charleston Library. Several Senators and Delegates have already agreed to come to the last two meetings. Ms. Graff briefly reported on the kinds of information that is being discussed at these sessions.

OLD BUSINESS.

1. Sissonville. Ms. Wright referred to an article in the Daily Mail highlighting that we are moving the collection into the new facility. Students from Sissonville High School assisted with the move.

A walk though was scheduled for last week. Lloyd Miller indicated that the building still needed work to be done and he would not be able to authorize a certificate of final completion until work was completed. Mr. Bob Beecher, of the Building Committee, Fred Ranson and Linda Wright went ahead and did a walk through of the building on Friday so that other problems if found could be corrected before another walk

through took place. It is expected that all work will be completed by Thursday, December 14 when Fred Ranson will walk through the building once more with Lloyd Miller.

Ms. Wright stated that some of the furniture has been delivered and the remaining furniture will be received during the weeks of December 11 and 18. Removal of the old building is taking place today at no charge by Rodney Loftis & Son Contracting.

Ms. Wright briefly discussed the delay of the Sissonville building project that has taken place. She stated that the project is now four weeks behind the scheduled completion date. If the project is not completed by the end of the month, discussion on any action the Board wants to pursue will be taken up at the next Board meeting.

Dr. Bailey reported on the lawsuit that appears to be imminent is taking place with the owner of the house on top of the hill behind the Sissonville library and the Kanawha County Commission. The suit is in regard to a slip that occurred subsequent to the construction of the road behind the Sissonville Library. Dr. Bailey stated that he will keep Board members informed as he receives information.

2. Main Library. Ms. Wright reported that she received the final copy of the feasibility study from Lloyd Miller of N Visions at 3 p.m. this afternoon. She stated that Diana Grant will have copies made and will be calling each Board member to find out the best way for each Board member to receive the copies. Ms. Wright stated that Lloyd

Miller is agreeable to come to the January Board meeting to discuss the report and answer questions if that is the desire of the Board. Ms. Wright expressed that she would like department heads and branch managers to be invited to the meeting.

After discussion, it was decided to invite Mr. Miller and department heads and branch managers to the Board meeting on January 8 which will begin at 3 p.m. Ms. Wright will also check Mr. Miller's availability on February 17 in case he is needed at the Board Retreat.

Ms. Wright stated she was interviewed by Jim Wallace of the Daily Mail and that an article on the main library will probably soon appear in that paper.

3. The Library Foundation of Kanawha County Inc. Mrs. Rugeley reported that Mr. Jim Smith has agreed to serve a two-year term on the Library Foundation Board. She stated that he is a former KCPL Board member and is the first person on the Library Foundation Board that does not live in the Charleston area.

After discussion, Mrs. Rugeley moved the election to the Library Foundation Board of Directors the name of Jim Smith for a two-year term. Ms. Tarr seconded the motion and it was unanimously carried.

4. Miscellaneous. On behalf of the Board of Directors, Dr. Bailey thanked Mr. Ray for his very generous donation to the library that is to be used for staff training.

He stated that staff were very appreciative when they heard the news at Staff Development Day.

Discussion took place on an article that appeared in the Charleston newspapers regarding the ranking of libraries in the state of West Virginia. Ms. Wright stated that this information was based on surveys that are done voluntarily and probably did not include each library. Ms. Wright discussed some the different variables that were evaluated and weighed to arrive at the "score" for each library. She stated that she is looking further into this matter and will determine if follow-up is needed.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

January 8, 2001

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, January 8, 2001 at 3:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Agrawal
Dr. Bailey
Dr. Byrd
Mrs. Chilton
Ms. Gage
Ms. Graff
Mr. Kauffelt
Ms. Pauer
Ms. Poffenbarger
Mr. Price
Mr. Ray
Mr. Reustle
Mr. Rolston
Mrs. Rugeley
Mr. Smith
Ms. Tarr
Ms. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Diana Grant, Administrative Assistant. Special guests included: Bob Beecher, Building Committee member, Brian Bowling, reporter for Charleston Daily Mail, Pooch Harless of Clingenpeel McBrayer & Associates, Inc., Lloyd Miller, N Visions Architects, Bob Schwarz, reporter for Charleston Gazette and Martha Wherle, Library Foundation Board member. Staff in attendance included: Karen Arnett, Judy Duncan, Elizabeth

Fraser, Jane Hughes, Terri McDougal, Cindy Miller, Pam Shillingburg, Julie Spiegler, Barbara Straughter, Traletta Wallace.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Dr. Bailey thanked guests for attending the meeting. He stated that the Kanwha County Public Library Board of Directors awarded a contract to Mr. Lloyd Miller of N Visions to do a study of the Charleston Library. The next steps will be a Board Retreat in February to review the study in more depth. He stated that hopefully in the next several months a proposal can be developed on what to do about the main library.

Dr. Bailey then changed the order of business and introduced Mr. Lloyd Miller who gave a presentation on the feasibility study he conducted of the main library facility.

Mr. Miller reviewed the purpose of the study, which was to document the existing building in relation to size, use and its current deficiencies. Look at the potential expansion and renovation opportunities as far as making it a more functional building and look at a potential design for a new facility. He stated that his personal goals were to improve functionality of the existing facility, improve access to the various areas in the current facility and improve the environmental comfort of the facility. One objective to each goal was to improve quality and quantity of space.

Mr. Miller then began outlining each part of the feasibility study. Each participant had been given the opportunity to review the study prior to the meeting. Mr. Miller then introduced Mr. Pooch Harless of Clingenpeel McBrayer & Associates, Inc., who outlined the mechanical, electrical and plumbing issues.

The presentation was followed by a question/answer session.

Dr. Bailey thanked the two gentlemen and resumed with the next item of business.

Approval of Minutes. Upon a motion by Mr. Kauffelt, and seconded, and unanimously carried, the Minutes of the regular meeting held on December 11, 2000 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Price, and unanimously carried, the payment of General Bills in the amount of $371,961.53 and Book Bills in the amount of $102,789.85 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $503.93 duly certified and approved in accordance with the

bylaws and on motion of Mr. Kauffelt seconded by Mr. Price, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of December. Included were the following:

The first floor of the St. Albans Branch Library received the first part of a substantial makeover. The first that has been done in about 25 years. Wall areas were painted by library staff, some of the shelving was rearranged and new carpeting was installed during the week before Christmas. The staff had designed a new circulation desk earlier in the fall and this new desk was put in place after the carpet installation. The chairs for the reading tables are being refurbished with new upholstery. The reading tables will receive new tops over the next several months and an additional computer work station will be added. Some of these improvements have received financial support from the St. Albans Library Board. Some additional improvements will hopefully be accomplished in the next fiscal year.

Our circulation count was down significantly in December probably for the most part due to the inclement weather.

Some of the programs offered during December included a History Alive presentation at Riverside on Ida B. Wells which had 39 people in attendance. Elk Valley offered a program for children on Harry Potter and had some very enthusiastic participants. Clendenin held a very successful Christmas ornament-making workshop for all ages. Part of the ornaments made were used to decorate Clendenin's Christmas tree. As usual most branch library boards held an open house in early December. The Dunbar Branch had a very full house for their evening. Performances were given by two elementary school choruses, the junior high show choir and band. This brought out more than 350 very proud family members. Even with the very large crowd the board and staff did a great job in hosting this event.

REPORTS OF COMMITTEES:

1. Financial Affairs Committee. Mr. Smith reported that the Financial Affairs Committee met and recommended that the following three resolutions be brought before the Board of Directors for consideration:

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to transfer up to ten percent (10%) of budgeted departmental line item amounts to other budgeted line items either within the budgeted line items of that department or to the budgeted line items of other departments; and

BE IT FURTHER RESOLVED, That the Finance Committee shall be advised of any such transfers at its next meeting following the date of such transfers.

RESOLVED, That the amounts listed below be requested from the appropriate entities as branch contributions for FY 2001-2002:

	FY 2000-2001	FY 2001-2002
Clendenin	$2,713	$2,926
Cross Lanes	$6,565	$6,803
Dunbar*	$51,220	$56,737
Elk Valley	$5,131	$5,582
Glasgow	$1,557	$1,164
Marmet	$2,239	$2,075
Riverside	$3,907	$5,811
St. Albans*	$67,088	$69,208
Sissonville	$4,100	$4,817
TOTAL:	*$144,520*	*$155,123*

*Based on "Charleston Formula"

RESOLVED, That the FY 2000-2001 Budget be amended to reflect a $10,000 Special Project grant from the West Virginia Library Commission for the Clendenin Public Library; and

BE IT FURTHER RESOLVED, That the grant money be designated for building improvements.

After discussion and upon a motion by Mr. Smith, seconded by Ms. Graff, and unanimously carried, the above three resolutions were approved.

OLD BUSINESS.

1. Sissonville. Ms. Wright reported that the library has received an occupancy certificate and is now owner of the Sissonville Branch Library. She reported that staff are working hard to get the computers connected and other tasks completed before opening. The opening will be on Tuesday, January 16 at 10:00 a.m. A $9,800 grant has been received from the Herscher Foundation, Inc. for furniture and equipment for the Sissonville Branch Library. Ms. Wright reported that we did receive a number of contributions in the month of December due to an ad the library ran in the Metro North section of the newspaper to thank supporters for their contributions and to encourage others to give. There will be a brief ribbon cutting ceremony at the opening. Mr. Tinney will be asked to cut the ribbon and give brief comments. A grand opening is planned for later in the spring. A letter is being sent to Kanawha County Legislators, the Kanawha County Commissioners, Board of Education members, Library Foundation Board members, and the Sissonville Advisory Board notifying them of the opening date.

After discussion, Mrs. Rugeley moved that the Library Director draft a tribute from the Board of Directors to the fund raising community and Mr. Tinney. Mr. Smith seconded the motion and it was unanimously carried.

2. Clendenin. Ms. Wright reported that she has had two meetings with John Harris to discuss the design for the expansion of the Clendenin Branch Library. Ms. Wright will be meeting with the Clendenin Advisory Board on January 19 to review the schematic drawing.

NEW BUSINESS.

1. Miscellaneous. Dr. Bailey congratulated Ms. Nelle Chilton for receiving one of the Outstanding YWCA Women of Achievement awards.

2. Board Retreat. The Board Retreat will be on Saturday, February 17 from 9 a.m. – 3 p.m.

There being no further business the meeting was adjourned.

Kenneth K. Bailey
President

Linda G. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

February 12, 2001

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, February 12, 2001 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Mr. Kauffelt
Dr. Byrd	Ms. Poffenbarger
Mrs. Chilton	Mr. Price
Ms. Cloer	Mr. Reustle
Ms. Gage	Mrs. Rugeley
Ms. Graff	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Diana Grant, Administrative Assistant.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mr. Price, seconded by Mrs. Rugeley, and unanimously carried, the Minutes of the regular meeting held on January 8, 2001 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Price, and unanimously carried, the payment of General Bills in the amount of $225,039.35 and Book Bills in the amount of $109,232.00 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $23,410.63 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt seconded by Mr. Price, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of January. Included were the following:

January proved to be a busy month with 85,000 people coming to our facilities. Adults looking for federal income tax forms and students working on science fair and social studies projects comprised some of the reasons for these visits.

Among the programs offered in January we had a very successful workshop on European genealogy at the St. Albans with 45 people attending. The Main Library began a year long monthly brown bag lunch series exploring various cultures in West Virginia. The series is co-sponsored with the National Center for Human Relations at West Virginia State College. 47 people attended this program.

All management staff attended two half-day sessions on various aspects of employment law including sexual harassment and various types of discrimination. The

sessions were conducted by Allison Williams and Anna Daily, attorneys with the firm of Heenan, Althen & Roles.

We were notified in January that the library was remembered in the will of Virginia Alice Fleming. Ms. Fleming bequeathed $5,000 to be used for the purchase of large print books. The board of the St. Albans Branch Library is the beneficiary of $400,000 from the estate of Mr. James Delforge. Mr. Delforge was a long time member of that board and served as its treasurer for many years.

REPORTS OF COMMITTEES:

1. Financial Affairs Committee. Dr. Ranson reported that the Financial Affairs Committee met and has decided to take proposals from various firms on managing the Jacobson Account. The Committee will meet on Friday, February 23 to listen to these proposals.

2. Governmental Relations Committee. Ms. Graff reported that the Committee has met with 9 of the 16 legislators. She has spoken with two additional legislators and is planning on meeting with the remaining legislators in the next few weeks. Issues discussed and dollars requested include: State grant-in-aid problems, we are requesting $10,000 from the budget digest for the kiosk at the Family Enrichment Center, $7,500 for the West Virginia Book Festival, and $35,000 for the Clendenin Branch Expansion project. Ms. Graff reported that the Board of Education legislation regarding the fact that they do not receive credit in their state aid for the amount they give to the library was also discussed.

Ms. Graff reported that the number one item Mr. Price, Executive Director of the West Virginia Library Commission, has requested in the budget to the governor is an increase in grant-in-aid.

OLD BUSINESS:

1. Sissonville. Ms. Wright reported that the new Sissonville Branch Library opened on January 16. In the 12 days the Sissonville Branch Library was open in January, 4,500 items were checked out, 3,900 people used the building, 250 new library cards were issued, there were 386 computer users and 18 class visits with over 400 students. Ms. Wright met with the Sissonville Branch Library Advisory Board last week to discuss plans for a formal dedication of the library which is being planned for Sunday, April 29 from 2 – 4 p.m. Invitations will be mailed out in early April.

2. Clendenin. Ms. Wright reported that architect Doug Bastian presented the Clendenin Branch Library Advisory Board with schematic drawings of the proposed expanded Clendenin Branch Library. There was also an opportunity at the meeting to ask questions about the drawings. Cindy Miller and Ms. Wright will be meeting next week with Clendenin Branch Library Advisory Board to discuss fundraising issues.

3. Board Retreat. Dr. Bailey reported that the Board of Directors will be meeting at the Summit Conference Center on Saturday, February 17, 2001 at 9:00 a.m. Coffee and refreshments will be served beginning at 8:30 a.m. An agenda for the meeting on Saturday and a handout on *Evaluating Alternatives* which is a chapter in the

book entitled Wisconsin Building Project Handbook were distributed to each member to review prior to coming to the meeting on February 17. Dr. Bailey stated that this will be a public meeting.

NEW BUSINESS.

1. Children's Internet Protection Act. Ms. Wright reported that the handout on Children's Internet Protection Act was received from the West Virginia Library Commission and is being distributed to each member of the Board. Ms. Wright stated that this Act was signed into law in December and requires that any public school or library receiving federal money must filter the internet. This unfunded mandate would need to be in place by this fall according to the information received to date. Ms. Wright reviewed the internet service the Kanawha County Public Library currently uses and briefly discussed the impact this bill could potentially have. Ms. Wright stated that the American Library Association has filed a law suit against this bill but does not know that it will find its way through the legal process before the filters need to be in place. Ms. Wright stated that she will keep the Board updated of the situation.

Mrs. Rugeley stated that she is on the Intellectual Freedom Committee of the West Virginia Library Association and that Committee met last Thursday at the Putnam County Library to discuss this issue on filtering as well as the standards of the filtering companies. She stated there are many concerned people and many legal challenges that will hopefully declare this unconstitutional. Mrs. Rugeley stated that on April 5 at the

West Virginia Library Association's Spring Workshop there will be a session on the Children's Internet Protection Act.

There being no further business the meeting was adjourned.

Kenneth K. Bailey
President

Linda G. Wright
Secretary

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 17, 2001

A Special Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Saturday, February 17 at 9:00 a.m. at the Summit Conference Center.

The following members were present:

Dr. Bailey
Dr. Byrd
Ms. Chilton
Ms. Cloer
Ms. Gage
Ms. Graff
Mr. Kauffelt
Ms. Pauer
Ms. Poffenbarger
Mr. Price
Mr. Rolston
Mrs. Rugeley
Mr. Smith
Ms. Tarr
Ms. Whitehead

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Diana Grant, Administrative Assistant. Special guests included Lloyd Miller, of NVisions Architects, and the following department heads and branch manager from Kanawha County Public Library: Karen Arnett, Elizabeth Fraser, Jane Hughes, Terri McDougal, Dan Marslender, Cindy Miller, Alice Riecks, Julie Spiegler, and Barbara Straughter.

Dr. Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Dr. Bailey welcomed everyone in attendance, encouraged participation and outlined the agenda for today's meeting.

1. Update on Legislation. Ms. Wright reported that there are two house bills before the legislature that would have an impact on libraries. Copies of H. B. 2054 and H. B. 2179 were distributed to all in attendance.

Ms. Wright stated that H. B. 2054 deals with libraries that have special bills and adjusting the amount from Board of Education to these libraries so the Boards of Education would receive more funds. It would roll the levy amount back so that the Board of Education would not have the "penalty". Dr. Ranson believes this could cost the library approximately $137,000.

H. B. 2179 was introduced at the end of the legislative session last year. If enacted, this bill states that two-thirds of the state grant-in-aid would still be a straight per capita formula distribution and one-third would be disbursed with an equal amount going to each county commission to then be distributed to libraries in that county. Dr. Ranson estimated this could cost KCPL approximately $250,000.

An additional bill relating to filtering was entered into session and according to Ms. Graff this bill is not ready. Ms. Wright and Ms. Graff will keep the board aware of all legislative issues that would have an impact on libraries and also on the dates of the hearings. The first hearing will be the House Finance Committee on Friday, February 23 at 9:30 a.m. Ms. Wright will be attending the hearing.

Discussion took place on whether the Board of Education supports either H. B. 2054 or H. B. 2179. It was decided that Ms. Wright will contact Mr. Raglin, President of Kanawha County School Board, to see if a dialog meeting can be set up to discuss joint efforts to deal with the way money is distributed to the library.

2. Financial Affairs Committee Update. Mr. Smith reported that the Financial Affairs Committee met with bond council, Marie Prezioso and Bill Bragg. The question asked of bond council was whether the library could get general obligation bonds from the County Commission, Board of Education and City of Charleston in the amount of $10,000,000. The percentage from each entity being 40% from the Board of Education, 40% from the County Commission and 20% from the City of Charleston. The response to that question was yes it is possible if there was interest from the three bodies. This would then leave $10,000,000 to be raised from other sources if the project was estimated at $20,000,000. Discussion took place on special elections and costs related versus general elections. Ms. Whitehead stated that Kanawha County Commission is getting ready to renovate the annex building and this would decrease their bonding capacity.

3. Main Library. A handout on *"Comparison of Alternatives based on information in the Capitol Street Facility Study compiled by N Visions Architects, December 2000"* was distributed to all in attendance at the meeting. A copy of this handout is attached to the minutes of the meeting. Dr. Bailey and Mrs. Rugeley encouraged participation from the group and much discussion took place on the pro's and con's of each of the following options: Option 1: Remodel; Option 2: Remodel and Add On; Option 3: Remodel Current Building and Move Part of Public Services to Another Site; and Option 4: New Building. A copy of the pro's and con's discussed is attached to the minutes of this meeting.

Mr. Lloyd Miller, of NVisions Architects, joined the meeting to answer questions raised about the main library feasibility study and the various options for the library to consider. A summary of the questions asked and answers given is attached to the minutes of this meeting.

Dr. Bailey asked the managers what they felt is in store for the library in the next 10-20 years. Managers believed that there will be more remote users, more services over the internet, electronic books, ability to digitize and we will continue to need to attract patrons to our facilities through the quality free programming that is offered. Today, more books are being published than ever in history—people still want something in their hands to read, according to Elizabeth Fraser, Reference Department Head.

A sense of the body was taken on the priority of preference of options. The outcome was as follows:

FIRST PRIORITY:

Option #1-Remodel: NO VOTES

Option #2-Remodel & Add On: NO VOTES

Option #3-Remodel Current Building and
Move Part of Public Services to
Another Site: NO VOTES

Option #4-New Building: 15 votes - UNANIMOUS

SECOND PRIORITY:

Option #1-Remodel: 3 VOTES

Option #2-Remodel & Add On: 10 VOTES

Option #3-Remodel Current Building and
Move Part of Public Services to
Another Site: 2 VOTES

Option #4-New Building: NO VOTES

Much discussion took place regarding providing the best possible services to the most people with the best use of tax dollars. Ms. Wright recommended that the library hold public meetings and share with the community the options considered and the pro's and con's of each of the options. It was noted that the three funding entities, Kanawha County Commission, Board of Education and City of Charleston, would first need to be made aware of the recommendation of the Kanawha County Public Library Board of Directors. Dr. Bailey stated that he and Ms. Wright will be meeting with Commissioner Carper on Monday, February 19 and can bring up this topic at that meeting. The

suggestion of holding a press conference was considered and then rejected after further discussion. Dr. Byrd suggested doing an attractive, informational insert in the newspaper.

Dr. Byrd moved that the Board of Directors accept the following options and next steps as its priorities:

FIRST PRIORITY: Option #4-New Building

SECOND PRIORITY: Option #2-Remodel & Add On

NEXT STEPS:

1. **Talk to funding sources**
2. **Recommend our choice to public**
3. **Share results of study (pro's and con's)**
4. **Involve public in planning process**
5. **Continue to explore feasibility of a new library**
   a. **seek site**
   b. **seek funding possibilities**

Mrs. Rugeley seconded the motion and it was unanimously carried.

It was decided that Cindy Miller, Marketing & Development Manager, will send a press release out immediately regarding the recommendation that was reached. Ms. Wright and Cindy Miller will then formulate a community awareness plan to put in place and notify the Board of Directors of this plan.

Dr. Bailey thanked staff and Board members for their participation in today's meeting.

There being no further business, the meeting was adjourned.

Kenneth L. Bailey
President

Linda G. Wright
Secretary

Analysis of Options
(Comments from Meeting Participants)

Option 1-Remodel **Pro's**	**Con's**
• Low Cost • Temporary solution • More effective use of space • No major disruption of service • Preserves historical building – would be a popular choice • Good location • Relatively inexpensive to operate – re: utilities • Could improve heating/cooling problems	• No Parking (at least no free) • Location-seen as dangerous (Perception of downtown.) • Not enough space – to become a truly modern Library • Quality of space - Fortress atmosphere • Expensive to operate from a staff standpoint • Labor intensive; space broken up • Tends to departmentalize/isolate staff • Provides no extra space, may even lose some • Piecemeal remodeling more expensive in long run

OPTION 2 – Remodel & Add On **Pro's**	**Con's**
• Preserves historic structure • Adds some extra space • Portrays less disruption of service • Availability of funding from Jacobson fund – about $850,000 • Possibility of additional angled parking	• No additional parking • Relatively expensive for what you get • Greater disruption of service • Even more labor intensive • Additional space on 3rd floor not designed for children's • Moves AV to the basement

OPTION 3 – Remodel Current Building and Move Part of Public Services to Another Site **Pro's**	**Con's**
• If move all behind scenes activities – location not so critical - more space for public services • Downtown library would be seen as a "branch"—affirms KCPL as a system - could bring about creative job reconfiguration • Additional space obtained could be much more efficient	• Breaks up staff interaction • If move part of public services, public would no longer have the one stop shopping – hassle of moving materials from one spot to another • Tech Services needs physical access to the collection and public--separate locations wouldn't allow • Tech Services substitutes for staff – would mean increased personnel costs • Increased cost - leasing & operation • Changes hard on staff • Still doesn't solve parking problems • Diminishes system effectiveness if break up services /staff • Would we outgrow

Option 4: New Building Pro's	Con's
• Would have parking • Long term parking costs would be less • Space efficiency much better • Would be easier to recruit staff • 2nd chance to market/make Library as center of downtown community – market what Library can bring to or do for community • Partnership with Clay Center if in proximity, City, Renaissance would like to keep Library downtown. • Would provide an opportunity to raise awareness about library statewide • Ability to provide additional services and more technology, • More efficient space • Asset to Clay Center if close • Would attract more professional librarians • More programming would be possible • Allows for more up to date kinds of services, service patterns—how people use public library is different in 21st century. • Would better satisfy Generation X; young peoples ideas need to be incorporated • Better opportunity to attract outside sources of funds • Better opportunity to develop services for seniors • Would be handicapped accessible • More child friendly • Could have room for later expansion • Would serve as a downtown "anchor" • Would be the most exciting project library has undertaken • People would take pride in a new library • Asset to economic development • Great asset to school system • Least disruptive re: delivering public services	• Costs!!! (initial cost) • Public reaction (negative) to leaving present building • Finding and being able to afford site • Timing – Educational campaign necessary before fundraising can begin • Need Branch managers to be involved-recognize that what happens to main library affects them. • Too long a time frame to accomplish? • Difficulty of persuading three funding entities to support us with bonds.

Question/Answer session with Lloyd Miller of NVisions

1. **How could building an addition to the current library be phased to minimize library service?**
   It could be phased to contain new construction outside the facility and not do tie-ins to the existing structure until we can shift everything back in there. Initially there would be minimum interruption. You would lose the drive through and book drop during the new construction.

   If you just renovate, there would be major disruption. You could locate some services offsite. Renovation would have to be done one floor at a time.

2. **What kind of time frame are we looking at?**
   Nine months to a year. Six months for additional renovation. A total of 1 ½ years for total renovation and addition with minimal interruption the first nine months.

3. **How does it compare with complete renovation?**
   Approximately 9 months with disruption for the entire period.

4. **Do we have to close the library to do an asbestos removal?**
   No, one floor at a time could be done.

5. **If we remodel with an addition, how fast do you foresee us outgrowing it?**
   Not sure. With the gross square feet, the functionality is diminished because of the layout of the building. This is not an optimum solution. This type of renovation would be good for approximately 10-15 years if the county does not grow much.

6. **Can it take in growth and technology, new wiring, new PC's?**
   For renovation, it would be implemented. You are limited on square footage. With addition, you can have increased space for technology but you would still be somewhat limited.

7. **What is the prospect for wireless computer connection in the library in the next 10-20 year?**
   It is a possibility. The speed is less – it brings on additional costs.
   Karen Arnett stated we would want to go with fiber optics if we went to a new building.

8. **How large of a site would we need for a new library?**
   This is indicated on the last page of the study. 3.3 acres which includes 7,000 square foot for landscaping, 3,000 for outdoor activity space.

-over-

9. **Is there a particular area that would be an appropriate downtown location?**
Behind the Charleston General Hospital parking garage – Morris Square area. It is close to the new Arts Center. This is located off the Brooks Street exit ramp on the right hand side. Additional sites discussed include: Kanawha Cinema's, Patrick Street (Ames)

10. **Is parking above or below the ground a possibility?**
Yes. It is expensive space for what you are using it for. The cost of a structure is more than what revenue will ever pay for. It can be done and can be done attractively.

11. **On a 76,000 foot facility, how many additional parking spaces would it provide to add a raised floor for parking?**
Approximately 76 spaces.

12. **What are the costs to raise a building up like that?**
It costs approximately $20 a square foot.

13. **Does the County Commission have to comply with the Charleston Building Authority?**
We did make all the applications when we built the parking garage for the County-but did not pay for permits. We made sure the City Inspector and Fire Chief knew what was being done.

14. **Are your costs projections in today's dollars?**
Yes.

15. **Can you project future dollars needed for the project 10 years down the road?**
That would be difficult. Based on past trends, it is approximately a 5-7% increase each year.

16. **How much might the for cost of the land be?**
You would need to go to a real-estate firm.

Mr. Rolston stated that for land in downtown Charleston it would be approximately $35-$40 a square foot.

There is approximately 43,560 square foot in an acre.

He stated the Clay Center paid $20 a square foot.

Smaller pieces of land such as in the Kanawha City area run $15 – $24 a square foot. (This is based on a total of 10,000-20,000 square foot)

17. **Can you make a new facility look like a library and not a department store?**
Yes. Depending on what you would like to pay for the building.

Mr. Miller recommended setting up a maintenance fund, like the Clay Center did, for ongoing building maintenance and operational costs and use the interest off of it.

18. **Is there a formula to determine what to put in the maintenance fund?**
Not sure what it is but could find out for you.

19. **If property is available today, how do you secure the property when we are several campaigns away from raising the funds needed?**
It could be done in phases. When you have a certain amount of funds committed you could purchase land.

20. **What are we supposed to do in the mean time?**
Some remodeling will have to be done--remodeling that would make it more of an asset when trying to sell it.

21. **Would four acres be sufficient to expand in a new building?**
You could build the building in such a way that you could add an additional floor if needed.

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

March 12, 2001

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, March 12, 2001 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Ms. Pauer
Mrs. Chilton	Mr. Smith
Ms. Cloer	Ms. Tarr
Ms. Gage	Ms. Whitehead
Mr. Kauffelt	

Also present were Ms. Linda Wright, Library Director, Mr. Dan Marslender, Human Resources Manager and Ms. Diana Grant, Administrative Assistant. Special Guest: Mr. David Price, Executive Director of the West Virginia Library Commission.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. The Minutes of the regular meeting held on February 12, 2001 were approved as mailed. Upon a motion by Mr. Kauffelt, seconded by Ms. Gage and unanimously carried, the Minutes of the Special meeting held on February 17, 2001

were approved with one amendment made. Page 3 under Financial Affairs Committee Update the third sentence should read *"The percentage from each entity being 40% from the Board of Education, 40% from the County Commission and 20% from the* ***City of Charleston****."*

Dr. Bailey welcomed David Price, Executive Director of the West Virginia Library Commission.

Mr. Price stated he was very pleased that the Kanawha County Public Library Board of Directors is undertaking the new main library project. He encouraged Ms. Wright and representatives of the KCPL Board to appear before the West Virginia Library Commission and officially make a request for state financial assistance for this project. The Library Commission is just beginning work on the FY 2002/03 budget, which is due in September. Public hearings by the West Virginia Library Commission on the proposed budget will take place in the next couple of months.

Mr. Price reported on library-related legislative issues. He discussed the very low level of local funding in West Virginia and the desire to change the 60% requirement to approve special levies for libraries and the desire for that figure to be reduced to 50%.

Dr. Bailey thanked Mr. Price for attending the meeting and the next item of business discussed was the approval of bills.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Tarr, and unanimously carried, the payment of General Bills in the

amount of $193,217.39 and Book Bills in the amount of $73,549.47 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $24,488.88 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt seconded by Ms. Tarr, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of February. Included were the following:

We had a number of great programs for the public during February. The theme for our programming this quarter is "connecting to the cultural fabric of America". Several Native American programs for adults and young adults were arranged by Yvonne Farley. Each program had good attendance and a number of senior citizens attended the programs. Many people stayed after the program and wanted to speak to the presenter. One of the attendees in Dunbar told Yvonne that there is no other place in Dunbar that offers programming like this. Also in conjunction with our theme the Charleston Library had an exhibit of African American art that was featured in a newspaper article. Yvonne Farley made the arrangements for borrowing the pieces for the exhibit. The Cross Lanes Branch presented a program entitled "Recipes from India" to 25 enthusiastic attendees. This program was co-sponsored by the Cross Lanes Woman's Club.

The most well attended program series offered by the library this year was the Sunday Jams series of live music programs. These five programs were funded again by the Booksale and were organized by Terri McDougal. The attendance for most of the Sundays exceeded 100 people each afternoon. Literally the entire third floor was jumping as the programs could not be accommodated in the Ray Room. Another well-attended program attended Sunday program was a History Alive presentation about Abraham Lincoln held at the St. Albans Library.

Elk Valley staff member, Terry Keeling, has begun to make regular monthly visits to daycares and preschools in the Elk Valley area. Also due to Terry's efforts four Herbert Hoover students come to Elk Valley each Thursday afternoon to perform the volunteer hours required for their community service class. They work on shelving and helping to prepare items for storytimes. Two of the students actually helped present a recent storytime session.

Karen Arnett, Automation Manager, attended an Advanced Unix System Administration two-day training program held at SIRSI headquarters in Alabama.

A two-day workshop offered by KCPL was attended by 20 staff members. The workshop covered the developmental characteristics, materials and programming for infants, toddlers, preschoolers and elementary age children. The program was presented by Sue Nespeca, a children's library consultant from Ohio. Sue had presented some children's sessions last fall at Staff Development Day and had rave reviews, so we invited her back to present some additional training. This workshop was the first staff training session to be funded by the recent gift from Mr. and Mrs. Ray.

Sissonville completed their first full month of operation in their new building. We had 5700 people come through the doors. The staff answered over 525 reference questions, hosted four school class visits totaling 100 students. The meeting room was used by 13 organizations. 740 people used the computer workstations and 6134 items were checked out, a 44% increase over February of last year.

REPORTS OF COMMITTEES:

1. Governmental Relations Committee. Ms. Wright reported that she, Sandy Graff, Susan Poffenbarger, Parker Smith, Virginia Rugeley and Fred Ranson attended Legislative Day on Friday, March 9 and were able to talk to several legislators. She updated the Board members on library-related legislation before the legislature as of March 9, 2001. Senate Bill 231, Senate Bill 392 and House Bill 2733, House Bill 2179 and House Bill 2253 were discussed. Board members received a summary of these bills and the Senate and House of Delegates e-mail addresses and were encouraged to communicate with legislators regarding the library-related legislation. A copy of the members on the Senate and House of Delegates Education and Finance Committees was also distributed.

2. Personnel Committee. Dan Marslender reported that the Personnel Committee met, discussed, and is recommending to the Board giving full-time staff an eighth holiday that would cause no disruption to service and allowing part-time staff

members, after one year of service, to receive pay for holidays on a pro rated basis. He reviewed how many holidays other governmental agencies in the Charleston area are giving their employees. Much discussion took place on benefits for part-time staff. Mr. Marslender discussed the amount of time and efforts it takes to screen, interview, test, process paperwork, train, etc. part-time staff.

After much discussion the following amended resolution was approved and unanimously carried:

RESOLVED, That effective July 1, 2001 all full-time employees be granted one additional holiday a year that will be taken on the individual employee's birthday; and

FURTHER RESOLVED, That effective July 1, 2001 all part-time employees after one year of service receive pay for holidays on a pro rated basis.

Dr. Bailey changed the order of business and asked Mr. Smith for the Financial Affairs Committee report.

3. Financial Affairs Committee. Mr. Smith stated that the Financial Affairs Committee met and is recommending Board approval on the following three resolutions concerning the current 2000/01 fiscal year budget:

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to transfer up to $50,000 from the Capital Reserve Line Item to the Sissonville Construction Line Item in the fiscal year 2000/01 budget.

RESOLVED, That an additional line item be added to the FY 2000/01 budget entitled Clendenin Expansion Project and that $50,000 from the Capital Reserve line item be moved to that new line item.

RESOLVED, That the FY 2000/01 budget be increased by $5,000 to acknowledge receipt of State funds for the Clendenin Expansion project.

After discussion, Mr. Smith moved that the above three resolutions be approved. Ms. Tarr seconded the motion and it was unanimously carried.

The following two handouts were distributed to the Board members for review: *"Kanawha County Public Library Statement of Cash Assets as of January 31, 2001"* and *"Summary of Sissonville Building Project as of February 28, 2001"*. Both handouts are attached to the minutes of this meeting.

Mr. Smith presented a copy of the proposed budget for the Library for fiscal year 2001/2002. He noted that if KCPL receives additional money from State grant-in-aid once the budget for the State for the 2001/2002 fiscal year is finalized then the budget would need to be amended. After discussion and upon a motion by Mr. Smith, seconded by Mr. Kauffelt, and unanimously carried the following resolution was adopted:

RESOLVED, That the proposed fiscal year 2001/2002 budget be adopted with the understanding that if any additional dollars are received from the State, those dollars will be added to the Capital Reserve line item.

Ms. Wright stated that she should know if the Library will receive additional grant-in-aid money by May 2001 and if necessary bring a revised budget back to the Board at the May Board meeting.

Dr. Bailey noted that the library is undertaking a project to get all professionals with an MLS up to a certain percentage of the national average. This is a project that was recommended by the Personnel Committee.

After further discussion, and upon a motion by Mr. Smith from the Committee, seconded by Mrs. Chilton, and unanimously carried, the following resolutions were adopted:

Levying Authority - Kanawha County Commission

RESOLVED, that the Library requests the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $2,109,322 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2001;

RESOLVED FURTHER, that such request be transmitted to said County Commission by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Levying Authority - City of Charleston

RESOLVED, that the Library requests the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $775,312 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2001;

RESOLVED FURTHER, that such request be transmitted to said City of Charleston by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the City of Charleston authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Levying Authority - Board of Education

RESOLVED, that the Library requests the Board of Education of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $2,109,322 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2001;

RESOLVED FURTHER, that such request be transmitted to said Board of Education by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the Board of Education of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Dr. Bailey changed the order of business and asked Mr. Marslender for the remaining Personnel Committee report.

Mr. Marslender explained the *Hours of Work* policy as it relates to working on Sundays. The Personnel Committee is recommending that beginning in October of 2001 all staff scheduled to work on Sunday will be required to work 30 hours Monday through

Saturday and then work on Sunday. No comp time will be given for Sunday work. Mr. Marslender explained why this change was being requested.

After discussion, Mr. Kauffelt moved that the revised *Hours of Work* policy be adopted. Ms. Pauer seconded the motion and it was unanimously carried. A copy of the revised *Hours of Work* policy is attached to the minutes of the meeting.

OLD BUSINESS:

1. Main Library. Ms. Wright stated that many nice articles have been written about the recommendation to seek a new main library. Several articles were put on the Board table for review. Dr. Bailey and Ms. Wright met with Commissioner Carper to discuss the new main library project and to update him on several other library projects and they will also be meeting with Commissioner Hardy and South Charleston Mayor, Richie Robb, in the near future.

Discussion took place on locations to hold public meetings to discuss the new main library. Ms. Wright has been offering 1-2 public tours per month for about a year on the current conditions of the main library. These tours have not been well attended. It was suggested to tie the public meetings about the main library in with another meeting already taking place whenever possible. Suggested locations to give a presentation or distribute brochures regarding the new main library included: PTA/PTO meetings; senior citizens group meetings; Chamber of Commerce meeting; Kanawha County School Board and at our branch libraries. The goal is to have the presentation ready and some meetings scheduled by mid April and begin making presentations in late April.

NEW BUSINESS.

1. National Library Week. Upon a motion by Mr. Kauffelt, seconded by Ms. Tarr and unanimously carried, the following resolution was adopted:

WHEREAS, April 1 through April 7, 2001 is celebrated as National Library Week, and

WHEREAS, the Kanawha County Public Library system staff again, during the past year, has exhibited its dedication to continuing the delivery of quality services to library patrons as exemplified by the opening of a new branch library in Sissonville, the successful implementation of the new iBistro version of Sirsi's Webcat, and improved programming particularly for adults; and

WHEREAS, the Kanawha County Public Library system staff have also planned, programmed and implemented many other activities in the past year that have resulted in the expansion and improvement of library services provided to patrons, and

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Kanawha County Public Library system here assembled on March 12, 2001 that on the occasion of National Library Week, that the staff of the Kanawha County Public Library system are hereby commended for their continued effort to provide patrons with the most effective services, materials and facilities possible in order to contribute to the level of quality of life desired by the patrons with regard to public library services, and

BE IT FURTHER RESOLVED, by the Board of Directors of the Kanawha County Public Library system that this resolution of commendation be made known to all members of the staff.

There being no further business the meeting was adjourned.

Kenneth K. Hawley
President

Linda G. Wright
Secretary

KANAWHA COUNTY PUBLIC LIBRARY
STATEMENT OF CASH ASSETS
AS OF JANUARY 31, 2001

GENERAL OPERATING FUND

Fund Balance as of January 31, 2001	$ 1,851,703.20	
Less earmarked funds:		
Bookmobile Replacement	-45,000.00	
Capital Expenditure – Riverside	-44,000.00	
Charleston Remodeling	-19,000.00	
Clendenin Flood Insurance Premium	-20,000.00	
Library Awareness Campaign	-11,000.00	
Materials Improvement Reserve	-45,000.00	
Reserved for Sissonville Building Construction	-150,542.82	
SIRSI	-33,031.10	
Available Fund Balance as of January 31, 2001		**$1,484,129.28**

SPECIAL FUNDS

Fund Balance as of January 31, 2001	$ 313,276.84	
Less restricted funds:	-244,322.65	
Available Fund Balance as of January 31, 2001		**$ 68,954.19**

General Operating Available Fund Balance	**$ 1,484,129.28**
Special Funds Available Fund Balance	**68,954.19**
TOTAL AVAILABLE FUNDS AS OF JANUARY 31, 2001	**$ 1,553,083.47**

1999/2000 Quarterly Expenditures	
1st Quarter Expenditures	$1,050,918.83
2nd Quarter Expenditures	1,502,225.99
3rd Quarter Expenditures	1,540,843.42
4th Quarter Expenditures	1,593,320.76
Total 1999/2000 Expenditures	$5,687,309.00

SUMMARY OF SISSONVILLE BUILDING PROJECT
AS OF FEBRUARY 28, 2001

Total funds received for the project	$ 1,244,846.68
Amount used for site preparation	(158,530.00)
Architectural Fees expended to date	(62,053.84)
Furniture & Equipment expenditures to date	(53,176.89)
Construction expenditures to date	(750,425.58)
Remaining balance on hand	$ 220,660.37

Estimated remaining expenditures:

Construction	$ 172,000.00
Furniture & Equipment	46,823.11
Landscaping	10,000.00
Paving for additional parking spaces and curbing	25,000.00
Sign	6,000.00
Total remaining expenditures	$ 259,823.11

Estimated balance of funds needed for completion of project *	$ 39,162.74

* Current budget has allocation of $150,000.00 in a Capital Reserve line that has not been used to date.

KANAWHA COUNTY PUBLIC LIBRARY
2001/2002 BUDGET
INCOME

	BUDGET 2001/2002
vying Authorities	
Board of Education	2,109,322
County Commission	2,109,322
City of Charleston	775,312
Subtotal	***4,993,956***
ate Grants	
Grant In Aid (@ 4.01 per capita)	715,000
Nitro Administrative Fee	4,000
Institutions Grant	0
Subtotal	***719,000***
ranch Support	
Clendenin	2,926
Cross Lanes	6,803
Dunbar	56,737
Elk Valley	5,582
Glasgow	1,164
Marmet	2,075
Riverside	5,811
St. Albans	69,208
Sissonville	4,817
Subtotal	***155,123***
ther	
Miscellaneous Supplements	0
Fund Balance - Clendenin Expansion	50,000
Capital Reserve - Riverside	0
Clendenin Flood Insurance Reserve	700
Fines and Fees	60,000
Interest	125,000
Miscellaneous/Booksale/Parking	57,000
Jacobson Fund	50,000
Library Foundation	10,000
Subtotal	***352,700***
GRAND TOTAL	***$6,220,779***

Approved by the Kanawha County Public Library
Board of Directors on March 12, 2001

KANAWHA COUNTY PUBLIC LIBRARY
2001/2002 BUDGET
EXPENDITURES

	BUDGET 2001/2002
ries (114 FTE)	
Full-time Professional	1,140,714
Full-time Paraprofessionals	1,446,217
Part-time Paraprofessionals	319,884
Substitute Professionals	8,686
Substitute Paraprofessionals	84,092
Overtime	4,000
Salaries Subtotal	**3,003,593**
efits	
Drug and Alcohol Screening	500
Education	2,000
Employee Assistance Program	2,000
Employee Parking	31,100
Retirement	299,667
FICA	229,698
Health Insurance	382,474
Dental/Vision Insurance	30,000
Disability Insurance	10,000
Workers Compensation	15,000
Unemployment Compensation	2,000
Subtotal	**1,004,439**
Salaries & Benefits Total	**4,008,032**
erials for Collection	1,000,000
served for Improved Collections	0
Collection Materials Total	**1,000,000**
lding and Equipment	
Automation Equipment	16,000
Automation Repair & Maintenance	50,000
Automation Software	20,000
Building Repair & Maintenance	73,250

Approved by the Kanawha County Public Library
Board of Directors on March 12, 2001

KANAWHA COUNTY PUBLIC LIBRARY
2001/2002 BUDGET
EXPENDITURES

	BUDGET 2001/2002
Building Improvements	43,978
Building Remodeling	19,000
Equipment Repair & Maintenance	13,700
Furniture/Equipment Purchase	55,000
Rental, Equipment & Vehicle	1,000
Vehicle, Gas & Oil	8,500
Vehicle, Maintenance	12,900
Computer Equipment	55,000
Copier Expenses	6,750
Uniforms	900
Building & Equipment Subtotal	**375,978**
rsonnel	
Recruitment	8,000
Training	22,000
Travel	32,000
Personnel Subtotal	**62,000**
blic Relations	
Printing	29,000
Programs	15,000
Library Awareness	0
Advertising	30,000
Public Relations Subtotal	**74,000**
pplies	
Automation Supplies	14,000
Housekeeping Supplies	14,500
Supplies	84,000
Supplies Subtotal	**112,500**
ilities	
Electricity	109,000
Water/Sewerage Treatment	22,000
Natural Gas	20,500

Approved by the Kanawha County Public Library
Board of Directors on March 12, 2001

KANAWHA COUNTY PUBLIC LIBRARY
2001/2002 BUDGET
EXPENDITURES

	BUDGET 2001/2002
Fire Service Fee	900
Telephone	59,000
Trash Removal	3,800
Utilities Subtotal	**215,200**
)ther	
Collection Expense for Overdue Materials	2,000
Postage/Freight	79,000
Refunds	2,000
Memberships	5,270
Audit	6,000
Property and Casualty Insurance	37,000
OCLC Cataloging Expense	45,000
Miscellaneous	2,000
Nitro Administrative Fee	0
Professional Fees	18,000
Sales Tax	300
Security for Cross Lanes	800
Capital Expenditure - Riverside	
Capital Expenditure - Clendenin	50,000
Clendenin Construction	
Sissonville Construction	
Literacy LSTA Grant	
Poetry Grant	
Preschool Outreach Grant	
SIRSI Project	
Booksale	25,000
Other Subtotal	**272,370**
Capital Reserve Fund	45,000
Contingency	55,699
	$6,220,779

Approved by the Kanawha County Public Library
Board of Directors on March 12, 2001

KANAWHA COUNTY PUBLIC LIBRARY SYSTEM
PERSONNEL POLICIES AND PROCEDURES

SECTION: 100 EMPLOYMENT EFFECTIVE DATE: May 1, 2001

POLICY NO. 104

SUBJECT: Hours of Work

POLICY: It is the policy of the Library to establish the time and duration of working hours as required by public service needs, work load, efficient management of human resources and any applicable laws.

COMMENT:

(1) The normal workweek is 12:01am, Monday to 12:00 midnight, Sunday and consisting of thirty-seven and one half (37.5) hours. The normal workday will consist of seven and one half (7.5) hours of work with an unpaid meal period. Rest or coffee breaks are considered as time worked.

(2) SUNDAY PUBLIC SERVICE WORK - When full-time employees are scheduled for Sunday Public Service Work, they will only be scheduled for thirty (30) hours from Monday through Saturday of that workweek. If they fail to work as scheduled, they will be charged with a day (7.5 hours) of leave, as well as a day of absence.

(3) Each Department Head/Branch Manager will determine the schedule of hours for their employees. The employees will be informed of their daily schedule of hours of work and their meal and break periods. Changes that are considered necessary or desirable to meet the needs of the department/branch will be made.

(4) Non-exempt employees (those employees who are subject to the overtime provisions of the Fair Labor Standards Act) are required to submit weekly timesheets approved by their supervisor to the Accounting office. All non-exempt employees will be paid time and a half for all time worked in excess of forty (40) hours in a workweek. Employees are not permitted to work overtime without the prior approval of their supervisor and the

Manager, Human Resources. Holidays and paid leave are not considered as time worked in the calculation of overtime.

(5) There are certain situations where it is permissible to use compensatory time to pay for overtime, which are outlined below. However, even in those situations where the use is permissible, the Branch Manager/Department Head may choose to or not to use it depending on the staffing needs of the Branch/Department at that point in time. The same holds true when employees are requesting to use earned "comp. time".

(6) The use of compensatory time to pay for overtime can only be used for the situations outlined below. Any exceptions will require the approval of the Manager, Human Resources.

ANNUAL BOOK SALE

Full time employees (both exempt and non-exempt) will earn one and one half (1.5) hours of "comp. time" for each hour worked on Saturday and/or Sunday at the Annual Book Sale provided they have worked a thirty-seven and one half (37.5) hour schedule Monday through Friday of that week.

When employees earn "comp. time," they will need to complete form SW1109 and have their supervisor sign it. When employees use "comp. time," they will need to complete form SW1110.

Manager/Department Head may choose to or not to use "comp. time" depending on the staffing needs of the Branch/Department at that point in time. The same holds true when employees are requesting to use earned "comp. time".

Approved by a resolution of the Board of Directors on March 12, 2001

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

April 9, 2001

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, April 9, 2001 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Ms. Pauer
Mrs. Chilton	Mrs. Poffenbarger
Ms. Cloer	Mr. Price
Ms. Gage	Mr. Rolston
Ms. Graff	Mrs. Rugeley
Mr. Kauffelt	Ms. Tarr

Also present were Ms. Linda Wright, Library Director, Ms. Linda Miller, Public Services Manager, Ms. Cindy Miller, Marketing and Development Manager and Ms. Diana Grant, Administrative Assistant.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mr. Kauffelt, seconded by Mrs. Chilton, and unanimously carried, the Minutes of the regular meeting held on March 12, 2001 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Rolston, and unanimously carried, the payment of General Bills in the amount of $141,326.31 and Book Bills in the amount of $56,979.73 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $338.23 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt seconded by Mr. Rolston, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of March. Included were the following:

Circulation for March increased by 6% over March 2000. Double digit increases were recorded in a number of branch libraries: Dunbar 12%, Cross Lanes 13%, Elk Valley 19% and Riverside 39%. Sissonville continues to show a pronounced increase in usage in the new building and had a 43% increase in circulation.

In addition to continuing to experience a steady increase in usage Riverside continues to attract new users and issued 67 new cards during March. Riverside Library also participated in tours given to groups from Lincoln and Putnam counties who are planning consolidated high schools. Riverside also hosted a group of first grade students from Belle Elementary, the first class visit from that school.

1490 websites were added to our catalog during March as a result of our subscription to a service that reviews websites and sends cataloging data for the sites that meet their criteria. In addition the Technical Services Department added 6,720 items to the collection to bring the total added so far this year to 50,798. We should exceed last year's total by several thousand items.

Also in March subscriptions were initiated to two new electronic information services: Biography Resource Center and Literature Resource Center. These two databases should help meet the information needs of middle and high school students particularly in the branch libraries.

The roof of the Elk Valley Branch was replaced during March and final plans made for the signage, landscaping and paving needed at Sissonville.

Three staff members attended workshops in Chicago sponsored by the Public Library Association. Fred Ranson attended a session on construction of new library buildings; Elizabeth Fraser participated in a session that focused on the various points involved in digitizing collections; and Julie Spiegler went to a session on emerging formats that gave considerable attention to electronic books.

The library received much publicity during the month. Ms. Wright referred to the *SIRSI EXTRA* newsletter on the table that was distributed at the ALA Midwinter conference and the *Today's Librarian* article. Both have an article about Kanawha County Public Library using SIRSI's New iBistro e-Library.

REPORTS OF COMMITTEES:

1. Membership Committee. Mrs. Poffenbarger reported that the Membership Committee has met and discussed three Board members' whose terms will be expiring at the end of June. Mr. T. D. Kauffelt and Mrs. Virginia Rugeley have agreed to be nominated to serve an additional six-year term. The third candidate recommended by the Membership Committee is Ms. Angelia Russell.

Mrs. Russell has been a resident of Kanawha County for 25 years and is a member of the faculty at West Virginia University Institute of Technology. She has associations with the following groups and organizations: AAUW, Phi Delta Kappa Sorority, College Alumnae Kanawha County, Inc., Girl Scout Volunteer, West Virginia Education Higher Education. Ms. Russell lives in the Rand area. As the library system has three facilities in this area, the Board of Directors believes it is very important that this area of the county be represented on the Board. Ms. Russell's appointment would result in an additional minority representative.

After discussion, Mrs. Poffenbarger made a motion to recommend that the names of Mr. T. D. Kauffelt, Mrs. Virginia Rugeley and Ms. Angelia Russell be submitted to the Board of Education for consideration for six-year terms to end June 30, 2007. Ms. Tarr seconded the motion and it was unanimously carried.

2. Governmental Relations Committee. Ms. Graff reported that as of last Friday all legislation that has not already been approved by the House or Senate is dead. The House is only considering bills that have been approved by the Senate and the Senate is only considering bills that have been approved by the House.

Ms. Graff spoke at the WVLA Conference on lobbying. She stated that an active organization committee needs formed to lobby for libraries. It is being recommended by the Legislature that a Study Committee be formed to review library funding. Ms. Graff suggested that Board members write letters to Earl Ray Tomblin and others on the Interim Committee in support of this effort to review library funding. It was suggested that the a summary of information about our special bill be sent to Kanawha County legislators. Ms. Graff will make additional contacts regarding this issue and keep the Board up to date.

OLD BUSINESS.

1. Main Library. Ms. Miller stated that she is working on a PowerPoint presentation that will be used in the various public information sessions being planned regarding the main library. The goal is to promote plans for a new main library beginning at the end of April through July. She hopes to include a brief history of the library, how

the board reached the decision to build a new main library, the library's goal, overall library funding, what the library does well, weakness of the main library building and a comparison on how the library has changed since 1967.

The three public information sessions that are scheduled are on:

Thursday, April 26 at 7 p.m. at the North Charleston Community Center

Thursday, May 10 at 7 p.m. at the Kanawha City Community Center

Saturday, May 12 at 10 a.m. at the Charleston Library

Jennifer Pauer, Virginia Rugeley and Ken Bailey agreed to serve as facilitators for the public information sessions on the main library. Ms. Miller encouraged Board attendance at these public meetings. It was suggested that general response forms be distributed at the public sessions in order to obtain additional feedback.

Ms. Wright and Ms. Miller are seeking additional places to hold the meetings at various places in Kanawha County. Presentations are also being planned for community leaders and to community organizations that have contacted the library requesting someone speak to their organization about the main library. We will also be soliciting opportunities to speak to groups.

The public information sessions will be promoted in several ways. Ms. Miller said the news media is very interested in the decision made by the board to build a main library and have contacted her for updates.

Dr. Bailey reported that Mrs. Rugeley, Linda Wright and himself have been contacted by the Mayor of South Charleston, Mayor Robb, regarding an option for the future of the new main library. Dr. Bailey and Ms. Wright met with Mayor Robb.

Dr. Bailey stated that he and Linda Wright also met with representatives of the Clay Center for the Arts and Sciences.

Dr. Bailey and Linda Wright met with the Commissioner Hardy to discuss the Kanawha County Library in general and upcoming projects. They will be going to meet with the Mayor of Glasgow next week to discuss usage of the Glasgow Branch Library.

2. Sissonville. Ms. Wright announced that the Sissonville Branch Library Building Dedication Ceremony is on Sunday, April 29 at 2 p.m. Ms. Miller said that invitations have been mailed out for the Building Dedication Ceremony and contacts have been made with various individuals. Tours of the new Sissonville Library and computer demonstrations will be going on throughout the afternoon. Steve Harrison will be the master of ceremonies and will represent the state and their contribution. The afternoon will also include a performance from the Touch of Class Show Choir from Sissonville High School and refreshments will be served.

NEW BUSINESS.

1. Britton Summer Reading Club. Ms. Miller stated that the Britton Summer Reading Club is made possible by a $25,000 gift left to the library in the will of

Mr. Clarence Britton. Ms. Miller has been in contact with Mr. Britton's family members regarding the gift, and although there are no restrictions on the money, the family has indicated that they would like it to provide something for adults and for programming.

The Britton Summer Reading Club will be for adults and young adults. The program runs from May 26 through September 1, 2001. Participants may choose from a list of Appalachian titles provided by the library system. To complete the program, participants must: register, check out and read six books from the bibliography, record their books on the book log provided and turn in their completed book log by September.

Participants will be recognized by being listed in the KCPL newsletter and in advertisements in the Charleston newspapers. Those who complete the program will be invited to a special reception in September, where they will be presented with a certificate and a special engraved bookmark.

After much discussion, Mr. Kauffelt moved that we use the gift from Mr. Clarence Britton to fund the adult summer reading program entitled "Britton Summer Reading Program" as outlined in today's meeting for this summer only and that the Financial Affairs Committee will look at and have a policy in the future on how to handle unrestricted funds.

Mrs. Rugeley seconded the motion and it was unanimously carried.

2. Demonstration of SIRSI's iBistro and Dart Clix service. The Board of Directors adjourned to the Technology Center on the 2nd floor of the library to see a

demonstration given by Elizabeth Fraser, Reference Department Head, on SIRSI's iBistro and the new Dart Clix service which provides cataloged web sites.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

May 14, 2001

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, May 14, 2001 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Mrs. Rugeley
Ms. Cloer	Mr. Smith
Mr. Kauffelt	Ms. Tarr
Mrs. Poffenbarger	Ms. Whitehead
Mr. Price	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer and Ms. Diana Grant, Administrative Assistant.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mr. Price, seconded by Mr. Kauffelt, and unanimously carried, the Minutes of the regular meeting held on April 9, 2001 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the payment of General Bills in the amount of $185,846.52 and Book Bills in the amount of $63,624.33 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $320.33 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt seconded by Mr. Smith, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of April. Included were the following:

In early April, 22 staff members attended the West Virginia Library Association's spring workshops in Flatwoods.

Staff members were involved in the Read-To-Me-Day activities. Staff members read in various schools to more than 300 children. St. Albans staff members dressed up as their favorite book characters. Read-To-Me-Day is an annual event sponsored by Read Aloud WV.

KCPL was involved in several community events during April. Staff from the Children's Services Department participated in Children's Appreciation Day held at Town Center Mall on April 4. The bookmobile made an appearance at Thomas Hospital's Children's Health and Safety Fair on April 21. Children's Services Department staff presented a spring storytime program at Capitol Market on April 14.

Dan Marslender, Human Resources Manager, was an exhibitor at the Indiana Library Association for the professional vacancies we have. He reports that a number of people came by and picked up information. He also reported that a number of people had heard of us due to our SIRSI implementation of the iBistro product. We did such a great job in implementing this product that SIRSI continues to refer other libraries to us for information on how we organized the implementation, how we handled staff training, etc.

Update on our professional staffing situation – Carolyn Schade who was recently hired as Assistant Head of the Reference Department has resigned. The good news is that

we now have a librarian on board for the Riverside position. Toni Blessing has begun work and we are quite happy to have her with us. Her most recent position was at the WV Supreme Court Law Library and she has also previously worked with Kanawha County Schools. I am also happy to report that Melissa Carr has been promoted to the Librarian I vacancy in the Children's Services Department. Melissa has worked in various capacities at KCPL. She is completing her last courses to receive her MLS degree from the South Carolina program. We have now successfully placed in professional positions all 5 staff members who have completed this program with the assistance of our education policy.

Ms. Wright called the Board members attention to the various banners displayed on the walls. She said the staff members wanted the Board to know how much they appreciate the additional holiday and the pay increase approved for the next fiscal year.

REPORTS OF COMMITTEES:

1. Financial Affairs Committee. Mr. Smith reported that the Financial Affairs Committee met and discussed the following resolutions:

RESOLVED, That the Elk Valley Library Board be permitted for fiscal year 2001/2002 to reduce their requested annual assessment amount by $1,000, thereby submitting to Kanawha County Public Library an amount of $4,582.

RESOLVED, That the fiscal year 1999/2000 audit, as submitted by Suttle & Stalnaker, be accepted.

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to supplement the FY 2000-2001 budget by transferring $7,000 from the unencumbered fund balance to the Booksale line item.

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to make the following line item transfers:

From:	To:
Telephone – Charleston - $12,000	Building Improvements - $12,000
Contingency - $20,000	Building Repairs & Maintenance - $20,000
Automation Repairs & Maintenance - $10,000	Automation Supplies - $10,000
Riverside FT Professional - $15,000	Riverside FT Paraprofessional - $15,000

RESOLVED, That the Library Director and Administrative Services Officer, with the approval of the Chairman of the Financial Affairs Committee, are hereby authorized to establish checking accounts at such banks as they determine best meet the needs of the library in terms of customer services offered, fees, convenience, etc.

After explanations of several points in the various resolutions and some discussion, Mr. Smith amended the last resolution to add *"For the purposes of maximizing FDIC coverage"* to the beginning of the resolution and listed the authorized depositories for the library at the end of the resolution. Discussion took place on ways to handle and diversify monies if we have more than $600,000. Several banks will be considered when taking this into consideration. The amended resolution reads:

RESOLVED, For the purposes of maximizing FDIC coverage, that the Library Director and Administrative Services Officer, with the approval of the Chairman of the Financial Affairs Committee, are hereby authorized to establish checking accounts at such banks as they determine best meet the needs of the library in terms of customer services offered, fees, convenience, etc. The following banks are authorized depositories of the library: United National Bank, Bank One, National Bank of Commerce, Huntington Banks, WesBanco and City National Bank.

Upon a motion by Mr. Smith, seconded by Mrs. Poffenbarger, and unanimously carried the above five resolutions were adopted.

OLD BUSINESS.

1. Main Library. Ms. Wright noted that the first public focus meeting was held on Thursday, May 10, 2001 at the Kanawha City Community Center. One community member attended the session. Another meeting was held at the Charleston Library on Saturday, May 12, 2001 with four community members attending. Ms. Wright stated that on Tuesday, May 15 a public focus meeting will be held at North Charleston Community Center, and in June public sessions will be held at Sunrise Museum, Christ Church United Methodist and Unitarian Universalist Fellowship of Kanawha Valley. After these sessions are complete, Ms. Wright said that we will be making these presentations at public meetings at most of the branch libraries by the end of August.

Ms. Wright said that she has been receiving requests to come to group meetings and have already attended a Civitan group meeting and will be speaking to the Exchange Club group next month.

Ms. Wright said that she is also planning to have several sessions for business leaders early in the morning. It was suggested that Ms. Wright contact the Charleston Chamber's Board of Directors to see if she could speak to them.

We have started receiving completed general response forms via the web page and also forms that are being dropped off at the library. The majority of the forms we have received stated that the majority of the returns are in favor of a new building but also want free parking.

It was stated that Cindy Miller is to be commended for the nice job she has done to get the public information sessions covered by the media.

2. Sissonville Branch Library. Dr. Bailey reported that the Sissonville Building Dedication ceremony was held on Sunday, April 29 and was well attended. He stated that every school board member was there, several delegates, Commissioner Shores and others. Dr. Bailey said it was an excellent event.

Dr. Bailey stated that the date for the annual meeting has been set for Friday, July 13, 2001 at the Sissonville Branch Library.

NEW BUSINESS.

1. Report on the Library Foundation. Mrs. Rugeley announced that the Library Foundation has formed a steering committee called *Friends of the Library Foundation* committee. Karen Lukens is chairing this committee of 14 members and this committee will be responsible for recruiting and training the 100 volunteers that will be needed to work at the Book Festival. The committee is working on a structure for the friends and hopefully some of the volunteers will be interested in a friends organization.

Mrs. Rugeley stated that the friends will not be a separate 501c3 organization. The Foundation bylaws will be amended to reflect that the steering committee is an adhoc committee of the Library Foundation.

Mrs. Rugeley announced that the annual fund met and exceeded its goal of $25,000. Mrs. Rugeley thanked board members that contributed to this success. She reported that the Marketing and Development office has changed the timing of the upcoming annual fund. The annual fund will begin on August 1 and run through December 31. Currently we are trying to incorporate the solicitation that has been done by the branches into the annual fund process to avoid duplication and to allow for improved publicity for the campaign. People would receive the annual fund request and be able to specify to which branch they would like their money applied.

On June 14, the Library Foundation Board will be having a three hour strategic planning meeting. It was decided that now the Library Board of Directors has made a decision on the main library, it was time to meet to see how the Foundation Board can assist and support the Library board.

Mrs. Rugeley announced that the West Virginia Book Festival is scheduled for October 12 and 13. This will be a large event undertaken by the Foundation. Over 60 authors will be at this event. She stated that funding is still needed.

Mrs. Rugeley congratulated Yvonne Farley, of the Charleston Reference Department who chairs The Intellectual Freedom Committee of the West Virginia Library Association. The West Virginia Library Association won a SIRS Award. The

award to the committee is in recognition of the efforts the committee made with regard to stopping the attempt by the administration of former Governor Underwood to filter public libraries' access to the Internet. The award will be presented at the annual conference of the American Library Association. There is a cash award of $1,000.

2. Visit to Main Library, Greensboro, NC. Ms. Wright suggested that board members take a trip to Greensboro, NC to visit their main library which is about two years old. The library is approximately 100,000 square feet, which is comparable to what we would be looking for in a new building. The idea is to drive down one day, make an appointment with staff for 9:00 a.m. the next morning, have lunch and return to Charleston. Board members present agreed with this idea. Ms. Wright stated that Diana Grant will poll members of the board to see if Monday, June 18th and Tuesday, June 19th would be a good time to make the trip.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

June 11, 2001

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, June 11, 2001 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Mr. Reustle
Ms. Chilton	Mrs. Rugeley
Ms. Cloer	Mr. Smith
Mr. Kauffelt	Ms. Tarr
Mrs. Poffenbarger	Ms. Whitehead
Mr. Price	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Diana Grant, Administrative Assistant.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, the Minutes of the regular meeting held on May 14, 2001 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, the payment of General Bills in the amount of $89,488.72 and Book Bills in the amount of $125,269.37 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,223.09 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of May. Included were the following:

Despite the weather the Street Festival held on Saturday, May 19 proved quite successful. An estimated 1,000 people enjoyed this event. The Marketing & Development Office did a great job with this event including making satisfactory plans to go forward with the event despite the conditions. The Booksale Committee held a mini book sale of paperbacks which made $800. Some of the activities that took place in the Children's Services Department included a puppet show by the Elk Valley Puppeteens, a family storytime, book bingo, balloon sculptures, face painting and a craft table. A number of staff members as well as a number of volunteens worked very hard to make this event a success.

A great effort was made by branch staff members and Children's Services Department staff members to visit a large number of elementary school classrooms

around the county during May to promote the summer library club. The library was an exhibitor at the Senior Expo held at the Civic Center. 37 new cards were issued during this event.

Circulation increased by 17% during May. We are delighted, but not quite sure why this took place. One thought is that we had a number of articles related to the goal of having a new main library and we placed a number of ads for the Street Fair and later in the month for the adult and children's summer reading clubs.

Karen Arnett, Automation Manager, Elizabeth Fraser, Head of Reference and Jane Hughes, Head of Technical Services not only attended the SIRSI International Users Conference but they were also participants at the conference. Karen made three presentations at the conference: she was a member of a customer panel for new users. Karen also made two presentations on iBistro. Elizabeth and Jane made a presentation on searching with SIRSI.

The new Riverside Branch Librarian, Toni Blessing, began work in mid-May. Toni has previously worked at the Supreme Court Law Library and prior to that was involved with the automation project we undertook with the high schools as an employee of Kanawha County Schools.

Ms. Wright then announced the resignation of Diana Grant, her administrative assistant. After discussion, Mr. Price made a motion that a letter of reference for Diana's file be composed on behalf of the Board. Mrs. Rugeley seconded the motion and it was unanimously carried.

REPORTS OF COMMITTEES:

1. Financial Affairs Committee. Mr. Smith reported that the Financial Affairs Committee met and reviewed the amended budget before the Board. Ms. Wright stated that the only difference with the budget before the Board today and the one that was approved at the March Board of Directors meeting was the amount of State Grant-In-Aid. The library received notice from the West Virginia Library Commission that the amount of State-Grant-In-Aid was $1,005 more than what was anticipated. The additional money was put in the Capital Reserve line item as approved at the March Board of Directors meeting.

Upon a motion by Mr. Smith, seconded by Ms. Chilton and unanimously carried the amended budget was adopted. A copy is attached to the minutes of this meeting.

Mr. Smith read the following resolution:

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to terminate the existing investment account with BB&T; and

FURTHER RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to establish investment accounts for the Jacobson Endowment Fund with United National Bank and NTV Asset Management, Inc., with each receiving one-half of the equity assets and one-half of the fixed income assets with such agreements subject to the approval of the Executive Committee of the Board of Directors, provided no such agreements shall contain an arbitration agreement except an arbitration agreement may be included in a custodial agreement.

Mr. Smith stated that the Financial Affairs Committee met and were made aware of dissatisfaction with different levels of customer service with BB&T. As a result of interviewing five companies which consisted of investment firms and banks, the Financial Affairs Committee recommends the above resolution.

Upon a motion by Mr. Smith, seconded by Mr. Price, and unanimously carried the above resolution was adopted.

Upon a motion by Mr. Smith, seconded by Mrs. Rugeley, and unanimously carried, the following resolutions were adopted:

RESOLVED, That the Budget of the current 2000/2001 fiscal year be amended to reflect the non-appropriated receipts of $369,394.03 as submitted to this meeting and any additional money received between this date and June 30, 2001.

RESOLVED, that the Library Director and Administrative Services Officer are hereby authorized to carry forward from FY 2000/2001 to FY 2001/2002 $10,000 in the Sissonville Construction line item.

2. Support Services Committee. Ms. Wright reported that the Support Services Committee met and reviewed the agreement presented to the library from the West Virginia Library Commission. Karen Arnett, Automation Manager, also reviewed the agreement and all were comfortable with this arrangement. Each member of the Board of Directors received a copy of the agreement.

Ms. Wright stated that for a number of years the Library Commission has provided financial assistance for certain aspects of technology at public libraries across the state and to date there has been no written agreement of this arrangement. The agreement sets forth what will be covered in the future.

After discussion and upon a motion by Ms. Tarr, seconded by Mrs. Rugeley and unanimously carried, the agreement which is attached to the minutes of this meeting, was approved.

OLD BUSINESS.

1. Main Library. Dr. Bailey announced that he has attended several public focus sessions on the main library. The more recent sessions have been attended better than the earlier sessions. He said there is much enthusiasm about a new main library, but there is concern about where the new library should be located and the need for parking.

Dr. Bailey stated that he and several other members of the Board have gone to some sites that have been suggested for a new facility, but he would like to formalize the process and propose that a Site Selection Committee be formed to go out and look at sites that are being suggested and given the charge to review the possible sites and determine if the sites would be workable and then bring their recommendations back to the Board of Directors. He would like to appoint the Building Committee members, Mr. Smith, Mr. Kauffelt and Ms. Tarr, and other community members as needed to serve on the Site Selection Committee. Darrell Rolston will chair the committee. After discussion, Dr. Bailey stated that the Site Selection Committee is hereby appointed. Dr. Bailey asked that the first report of the Committee be given at the August meeting.

Each Board member received a copy of a handout on possible criteria that could be used for selection of the site. Ms. Wright stated that she believes this can be used as a beginning discussion point for the newly formed committee.

Much discussion took place on the sites and parking situation in the downtown area. Ms. Wright stated that she is in the process of setting up meetings with Renaissance, the City of Charleston and CURA to get their input on a new main library.

Ms. Wright brought the general response forms that we have been receiving from the public to share with everyone.

2. Nominating Committee. Dr. Bailey announced that he has appointed Mrs. Rugeley, Mr. Russell and Ms. Chilton as the Nominating Committee. This Committee will consider and recommend nominations for the election of officers at the annual meeting to be held in July. Mrs. Rugeley will chair the committee.

3. Announcements. The Annual Meeting of the Board of Directors will be held on Friday, July 13 at 2:00 p.m. at the Sissonville Branch Library.

Dr. Bailey announced that Mrs. Rugeley and Mr. Kauffelt have been reappointed by the Board of Education to the library's Board of Directors and we have one new member, Angelia Russell, which will begin her term in July.

There being no further business the meeting was adjourned.

President

Secretary

Agreement
Between the
West Virginia Library Commission
And
Kanawha County Public Library

The agreement is made by and between the Parties, the West Virginia Library Commission, located at the Cultural Center, 1900 Kanawha Blvd. E., Charleston, WV 25305-0620, (hereinafter referred to as "Commission") and the Kanawha County Public Library, located at 123 Capitol Street , Charleston, WV 25301 (hereinafter referred to as "Library"), to establish the terms and conditions for reimbursement of maintenance fees on Statewide Library Network equipment.

1. Duration of agreement
   This agreement commences on the date of execution by the Parties and will continue until terminated by either Party in agreement with conditions set forth in Section 6.

2. Purpose of agreement
   This agreement is to provide financial support in the form of reimbursement of specific maintenance fees for equipment housed at the Library which may provide access to the Statewide Library Network, to the Internet, and to databases made available by the Commission.

3. Obligations of the Parties
   - 3.1 Commission: The Commission will provide funds which the West Virginia Legislature makes available for the data lines that connect the libraries and between the Kanawha County Public Library and the Commission and to the libraries designated by the Commission. The Commission will share in the funding for the hardware maintenance agreements for the Hewlett Packard computers common to all other libraries which house Statewide Library Network equipment. Also, the Commission will share in the funding for the software maintenance agreement with software agreed upon by Library and Commission. Funding levels are expected to remain consistent with previous budget years unless a significant increase or reduction occurs within the Commission budget. Details of current funding levels as applies to this agreement are provided in "Appendix A: Memorandum of Agreement". In addition to the above mentioned maintenance support, the Commission will continue to evaluate further support of hardware and software by providing funding for computers, software, conversion, routers, and other equipment to maintain the infrastructure of the Statewide Library Network and its standards in effect as of July 1, 1999 as more funding is made available through the state and federal government. The standards are based on the recommendations of the RMG study of 1996. Those standards include TCP/IP, MARC, UNIX, Windows NT and Z39.50.
   - 3.2 Library: The Library will make every effort to provide funding for data lines and hardware and software maintenance agreements if the Commission is unable to fund these. Kanawha will be responsible for the lines within Kanawha and each of the linking libraries will be responsible for the lines to connect them to Kanawha. All libraries will share in the cost of shared lines and equipment. Kanawha will also provide the funds to pay the System Manager; however, if it is necessary to add other personnel, Kanawha reserves the right to pass the cost of this personnel to the libraries linking to Kanawha, if the Commission does not cover the cost of service time to the libraries linking to Kanawha. Kanawha County Public Library shall officially notify the Library Commission of anticipated increases in future funding agreements through the public hearing process (normally scheduled in May/June) to give the Library Commission ample time to provide a good faith effort to meet those future needs.

4. Training

4.1 Commission: The Commission will provide training for the Library's staff whenever it makes training available to other libraries within the state. This may mean that the training would not be an exact replica of other training for other libraries but would be appropriate for the needs of Kanawha County and its linking libraries.

4.2 Library: The Library will make staff available for Commission sponsored computer training whenever it is offered within a reasonable distance.

5. Insurance

The Library will provide insurance coverage for the hardware and data store on the Statewide Library Network equipment through its general policy.

6. Termination for Cause

This agreement may be terminated if the Commission does not support the computer network at funding levels consistent with the previous fiscal year for data lines, hardware and software agreements mentioned in 3.1 for one fiscal year. At the time of termination under this condition, the computer and network will become the sole responsibility of Kanawha County Public Library and it will administer said computer network and make any changes necessary to operate the computer and network to libraries in connecting to the computer network through Kanawha.

This agreement may be terminated if the Library no longer operates under the requirements listed in the West Virginia Code, chapter 10 and Title 173 Legislative Rule (the Administrative Regulations of the West Virginia Library Commission), effective July 1, 1997. If termination occurs under these circumstances, the computer and network will be the sole responsibility of the West Virginia Library Commission and it will administer and make any changes necessary to operate the computer and network to libraries in connecting to the computer network through Kanawha.

If funding provided in 3.1 is reduced from current levels, the Library reserves the right to require libraries connected to the network to share the cost of maintaining the computer and network.

7. Ownership of Data

Each library will retain ownership of its own data. If a library decides to remove itself from the computer network, it will assume any cost involved in extracting its data.

8. Maintenance

The Library will provide the day to day maintenance and operation of the system and the Commission will provide maintenance of the network through the Library Commission Network Services technicians.

9. Governing Law

The laws of the State of West Virginia shall govern this agreement.

_____ _____

Authorized Library Signature Date Commission Signature Date

_____ _____

Printed name & title Printed name & title

West Virginia Library Commission

Established for the Service & Support of West Virginia Libraries since 1929

David M. Price, Executive Director

APPENDIX A:
Memorandum of Agreement
Between Kanawha County and West Virginia Library Commission

Date: April 30, 2001

Parties: West Virginia Library Commission
1900 Kanawha Blvd E / Cultural Center
Charleston, WV 25305-0620

Kanawha County Public Library
123 Capitol Street
Charleston, WV 25301-2686

Term: Fiscal Year 2001, beginning July 1, 2000 through the expirations indicated below

RE: Reimbursement of specific hardware and software maintenance fees.

The Commission agrees to reimburse the Kanawha County Public Library for the following:

Hardware:
Hewlett Packard 2618F3266 hardware support in an annual amount not to exceed $18,301.96 for FY01 through the duration of the maintenance agreement between Kanawha County Public Library and Hewlett Packard, which is June 30, 2001.

Hewlett Packard HP3000 Software, Hardware, labor and materials in an amount not to exceed $9,012.00 through the expiration of the maintenance agreement between Kanawha County Public Library and Hewlett Packard, which is September 30, 2000.

Software:
SIRSI Unicorn Oasis Model F, Library fees, & Workflows in an annual amount not to exceed $28,909.12 through the duration of the maintenance agreement between Kanawha County Public Library and SIRSI Corporation, which is January 31, 2002.

Logical OpenMail Mailbox and OpenMail Outlook software support in an amount not to exceed $481.80 through the expiration of the maintenance agreement between Kanawha County Public Library and Logical, which is September 14, 2001.
Total financial responsibility of West Virginia Library Commission: $56,704.88

_____ _____ _____ _____
Kanawha County initials Date WVLC initials Date

The above information was obtained from the existing maintenance agreement submitted by you to the West Virginia Library Commission. Please be sure to submit copies of the new maintenance agreement plan(s) when appropriate. Continued reimbursement of the maintenance fees on the hardware/software listed above will be reviewed annually, prior to the actual renewal. An annual assessment of available state and federal funds will determine the Commission's ability to continue sharing in the funding of the SubHub hardware.

Please submit your invoices as per this agreement to:

Marilyn Johnson, Technology Consultant
West Virginia Library Commission
1900 Kanawha Blvd E
Cultural Center
Charleston, WV 25305

TOPIC 8: SITE SELECTION (A Consultant's View)
(Anders Dahlgren)

General Issues

Tends to be the most controversial aspect of the project
Should be determined prior to vote
Discussions of evaluation criteria forces selection committee
    to build consensus on what is important
Owner should involve real estate agent
Confidentiality for sites under review can be important
Sites usually compete with prime commercial areas because
    of traffic exposure

Typical site selection criteria

Size / sufficient area
    for the building
    for on-site parking (-C. Robinson: "It is far better to build
        a $2 million parking lot next to a $20,000 building
    than the other way around)
    for landscaping, site development, retention
    for future expansion
Existing conditions
Availability of utilities
    storm, gas, water, electrical, sanitary, phone
Adjacent services
Access to the site
    vehicular (including cars, mass transit, bikes)
    pedestrian
    safety of ingress and egress
Impact of adjascent areas
    compatability with adjacent uses
    impact of future adjacent development
    perceived safeness of site
Visibility
Site acquisition cost
    actual dollars / cost
    value
    time of acquisition as a cost
Topography, geography
Legal matters
Political considerations
Availability

Site Selection - Architect's Involvement (An Architect's View) (Jim Mumby)

Landscape Architect should be part of the team to help evaluate the site amenities including land forms and vegetation

Assist owner in developing evaluation criteria

Assist owner in acquiring environmental assessments, traffic impact statements, survey.

Test sites for initial and future development potential

Provide estimate of site developmental costs

Assist in review with local governmental agencies

Provide an objective analysis of all sites under consideration and provide a recommendation

Review for compliance with local zoning ordinances

Can perform feasibility study

KANAWHA COUNTY PUBLIC LIBRARY
2001/2002 BUDGET
INCOME

	BUDGET 2001/2002
vying Authorities	
Board of Education	2,109,322
County Commission	2,109,322
City of Charleston	775,312
Subtotal	***4,993,956***
ate Grants	
Grant In Aid (@ 3.98 per capita)	716,005
Nitro Administrative Fee	4,000
Institutions Grant	0
Subtotal	***720,005***
anch Support	
Clendenin	2,926
Cross Lanes	6,803
Dunbar	56,737
Elk Valley	5,582
Glasgow	1,164
Marmet	2,075
Riverside	5,811
St. Albans	69,208
Sissonville	4,817
Subtotal	***155,123***
her	
Miscellaneous Supplements	0
Fund Balance - Clendenin Expansion	50,000
Capital Reserve - Riverside	0
Clendenin Flood Insurance Reserve	700
Fines and Fees	60,000
Interest	125,000
Miscellaneous/Booksale/Parking	57,000
Jacobson Fund	50,000
Library Foundation	10,000
Subtotal	***352,700***
GRAND TOTAL	***$6,221,784***

Revised June 5, 2001

KANAWHA COUNTY PUBLIC LIBRARY
2001/2002 BUDGET
EXPENDITURES

	BUDGET 2001/2002
aries (114 FTE)	
Full-time Professional	1,140,714
Full-time Paraprofessionals	1,446,217
Part-time Paraprofessionals	319,884
Substitute Professionals	8,686
Substitute Paraprofessionals	84,092
Overtime	4,000
Salaries Subtotal	**3,003,593**
nefits	
Drug and Alcohol Screening	500
Education	2,000
Employee Assistance Program	2,000
Employee Parking	31,100
Retirement	299,667
FICA	229,698
Health Insurance	382,474
Dental/Vision Insurance	30,000
Disability Insurance	10,000
Workers Compensation	15,000
Unemployment Compensation	2,000
Subtotal	**1,004,439**
Salaries & Benefits Total	**4,008,032**
terials for Collection	1,000,000
served for Improved Collections	0
Collection Materials Total	**1,000,000**
ilding and Equipment	
Automation Equipment	16,000
Automation Repair & Maintenance	50,000
Automation Software	20,000
Building Repair & Maintenance	73,250

Revised June 5,2001

KANAWHA COUNTY PUBLIC LIBRARY
2001/2002 BUDGET
EXPENDITURES

	BUDGET 2001/2002
Building Improvements	43,978
Building Remodeling	19,000
Equipment Repair & Maintenance	13,700
Furniture/Equipment Purchase	55,000
Rental, Equipment & Vehicle	1,000
Vehicle, Gas & Oil	8,500
Vehicle, Maintenance	12,900
Computer Equipment	55,000
Copier Expenses	6,750
Uniforms	900
Building & Equipment Subtotal	**375,978**
Personnel	
Recruitment	8,000
Training	22,000
Travel	32,000
Personnel Subtotal	**62,000**
Public Relations	
Printing	29,000
Programs	15,000
Library Awareness	0
Advertising	30,000
Public Relations Subtotal	**74,000**
Supplies	
Automation Supplies	14,000
Housekeeping Supplies	14,500
Supplies	84,000
Supplies Subtotal	**112,500**
Utilities	
Electricity	109,000
Water/Sewerage Treatment	22,000
Natural Gas	20,500

Revised June 5,2001

KANAWHA COUNTY PUBLIC LIBRARY
2001/2002 BUDGET
EXPENDITURES

	BUDGET 2001/2002
Fire Service Fee	900
Telephone	59,000
Trash Removal	3,800
Utilities Subtotal	**215,200**
ıer	
Collection Expense for Overdue Materials	2,000
Postage/Freight	79,000
Refunds	2,000
Memberships	5,270
Audit	6,000
Property and Casualty Insurance	37,000
OCLC Cataloging Expense	45,000
Miscellaneous	2,000
Nitro Administrative Fee	0
Professional Fees	18,000
Sales Tax	300
Security for Cross Lanes	800
Capital Expenditure - Riverside	
Capital Expenditure - Clendenin	50,000
Clendenin Construction	
Sissonville Construction	
Literacy LSTA Grant	
Poetry Grant	
Preschool Outreach Grant	
SIRSI Project	
Booksale	25,000
Other Subtotal	**272,370**
ıpital Reserve Fund	46,005
ontingency	55,699
	$6,221,784

Revised June 5,2001

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

July 13, 2001

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Friday, July 13, 2001 at 2:00 p.m. at the Sissonville Branch Library.

The following members were present:

Dr. Bailey	Mr. Price
Ms. Cloer	Mr. Ray
Ms. Gage	Mr. Rolston
Ms. Graff	Ms. Rugeley
Mr. Kauffelt	Ms. Russell
Ms. Pauer	Mr. Smith
Ms. Poffenbarger	Ms. Tarr

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Ms. Sandy Frercks, Office Associate.

Dr. Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

The President welcomed the library staff and the following guests: Ms. Mary Jean Davis, Charleston City Council; Mr. Richard Milam, Mayor of St. Albans, Mr. Pete Thaw, Kanawha County School Board member, Ms. Nancy Dotson, a representative from Mayor Goldman's office, and various Branch Advisory Board members—Mr. Karney Tinney (Sissonville), Ms. Lola Rhodes (Sissonville), Mr. George Hoffman (Elk Valley), Ms. Sherry Swiney (Clendenin), Ms. Marian Hansford (Marmet) and Ms. Linda Reed

(Marmet). Former Kanawha County Public Library Board member and past President of the Board, Ms. Helen Smith, was later recognized.

Dr. Bailey introduced each of the Board members in attendance at the meeting. He then recognized Kanawha County Public Library staff members who were in attendance and noted that he is grateful for the great service they provide for the public of Kanawha County.

Approval of Minutes. Upon a motion by Mr. Price, seconded by Ms. Rugeley, and unanimously carried, the minutes of the June 11, 2001 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Smith, seconded by Mr. Kauffelt, and unanimously carried, the payment of Book Bills in the amount of $56,498.53 and General Bills in the amount of $114,800.68 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $831.66 duly certified and approved in accordance with the Bylaws and on motion of Mr. Smith, seconded by Mr. Kauffelt, and unanimously carried, it was ordered that the bills set out on the said list be paid.

REPORTS OF COMMITTEES:

1. Nominating Committee. Ms. Rugeley reported that the Nominating Committee recommends the following slate of officers for 2001/2002:

- Dr. Kenneth Bailey - President
- Ms. Pamela Tarr - First Vice President
- Ms. Caroline Cloer - Second Vice President
- Ms. Linda Wright – Secretary/Treasurer

There being no nominations from the floor, upon motion by Mr. Kauffelt the above-named officers were elected by acclamation.

OLD BUSINESS & NEW BUSINESS.

No old or new business was presented.

ANNUAL REPORT AND STAFF PRESENTATIONS:

Ms. Wright highlighted the annual report via a PowerPoint presentation. A copy of the annual report is attached to the minutes of this meeting.

Ms. Wright then announced that everyone in attendance would be divided up into three groups. The meeting was adjourned and Library staff then made presentations highlighting Technology Improvements, Community Response to the new Sissonville Branch Library and First Steps Towards a New Main Library. The presentations were followed by the serving of refreshments.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 13, 2001

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 13, 2001 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Mr. Reustle
Ms. Gage	Mr. Rolston
Ms. Pauer	Mrs. Rugeley
Ms. Poffenbarger	Ms. Russell
Mr. Price	Mr. Smith
Mr. Ray	Ms. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Angie Cash, Administrative Assistant.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Mr. Price, seconded by Mr. Smith, and unanimously carried, the Minutes of the regular meeting held on July 13, 2001 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Rolston, seconded by Mr. Price and unanimously carried, the payment of General Bills in the

amount of $158,078.89 and Book Bills $73,910.39 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds: The Library Director submitted bills to be paid from Special Funds of $1,481.82 duly certified and approved in accordance with the bylaws and on motion of Mr. Rolston seconded by Mr. Smith, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of July. Included were the following:

The Xtreme Science Library Adventure Summer Reading program was an extreme success! The staff had spent a great deal of time during the past year to revise the program and develop a different approach. As the children reached various levels they received a small prize. Once they reached 50 books they received a T-shirt. We had 2,609 children enroll in the program and a fantastic number of 1,964 children read 10 books and reached level 1. A total of 873 children read 50 books or more and reached level 7 and were awarded a T-shirt. A total of 73,712 books were read during the 7 weeks of the program. We also had great attendance at the programs that were offered. A total of 196 programs were presented and the attendance at the programs totaled 7,181 children. The Charleston Gazette has agreed to run an ad which will list the names of all the children who read 50 books or more. This success was the result of a tremendous effort by a large number of staff members. Susanna Holstein, Elk Valley Branch Librarian, led the effort to revise this program.

We also had another successful Volunteen program during the summer. During July alone we had over 170 teens volunteering over 2000 hours.

The effort to present the first West Virginia Book Festival is now to the stage of finalizing what seems like hundreds of details. Volunteer recruitment was stepped up. More volunteers are needed so please spread the word about this opportunity. Cindy Miller and the Marketing and Development staff have done an outstanding job in organizing this event.

Work was begun on improving the Control Room at the back door of the Main Library. The pass through drawer and the drive up window were replaced, as the drawer could no longer be repaired. The next step will be to build a counter to improve the work space now that we have a new pass through window/drawer arrangement. Other modifications will be made later this fall to make this space more efficient.

Representatives of FEMA are using the study rooms at the Riverside Branch Library to meet with flood victims regarding financial assistance.

Marilyn Schroeder joined the staff on July 30 as the Assistant Head of Public Services.

REPORTS OF COMMITTEES:

1. Financial Affairs Committee. Mr. Smith reported that the Financial Affairs Committee met and discussed the following resolution:

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to transfer $42,000 from the unappropriated fund balance to the remodeling line item of the fiscal year 2001/02 budget.

Mr. Smith moved that the resolution be approved. Ms. Rugeley seconded the motion and it was unanimously carried.

2. Site Selection Committee Mr. Rolston discussed the Request for Proposal for Architectural Services and after amendments the following proposal was approved for distribution.

REQUEST FOR PROPOSAL
FOR
ARCHITECTURAL SERVICES

The Kanawha County Public Library is seeking proposals for architectural services for site feasibility analysis, and for the design and construction of a new main library of a minimum of 76,000 square feet in Charleston West Virginia. Interested parties are invited to submit proposals to:

Administrative Services Officer
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301
Telephone: (304)343-4646

The proposals should include a statement of qualifications and performance data as well as anticipated concepts and proposed methods of approach to the project. The proposal should also include a listing of all project experience for at least the last five (5)

years, particularly library projects of similar or larger size, if any, the resumes of all the personnel who will be involved in the project and the name of the lead architect. Client and contractor references should also be included.

The deadline for receipt of all proposals in the Administrative Offices of the Kanawha County Public Library is 3:00 p.m., September 5, 2001.

Frederick D. Ranson
Administrative Services Officer
August 14, 2001

OLD BUSINESS:

1. Main Library Ms. Wright reported that she has been going to different branches throughout the month of August doing the Main Library presentation and will be sending out letters to community groups to let them know we are available to make this presentation to their groups. Ms. Wright stated that we have had good responses from our General Response Forms.

NEW BUSINESS

1. Library Foundation of Kanawha County Ms. Rugeley reported that at the annual meeting of the Library Foundation officers were re-elected. The officers are the same as last year.

The Foundation Board amended the bylaws to create a Friends Group.

Ms. Rugeley also stated that the Annual Fund Campaign is underway and would like to see 100% participation from the KCPL Board of Directors.

2. Committee Assignments Dr. Bailey reviewed the committee assignments list that was distributed to each member and stated that if anyone would like to make any changes to contact him.

3. Recognition of VolunTEENS: Ms. Wright stated that each year the board considers a resolution be adopted to be sent with a cover letter to each of the VolunTEENS for their contribution. Upon motion by Ms. Rugeley seconded by Ms. Poffenbarger and unanimously carried, the following resolution was adopted.

WHEREAS, volunteer service is an important contribution to the improvement of the quality of life in all communities; and

WHEREAS, the Kanawha County Public Library system in 1994 initiated a volunteer program aimed at utilizing the talents and energies of teenagers during the summer; and;

WHEREAS, the Library system's award-winning VolunTEENS program has become a significant complement to the system's community service orientation, particularly during the Children's Summer Reading Program; and

WHEREAS, the VolunTEENS program builds self esteem in and teaches community responsibility and work ethics to participants;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha county Public Library system hereby commends the VolunTEENS for their active participation in the system's 2001 VolunTEENS program and for the many hours of service they contributed to the library system and the community.

4. Trip to Greensboro Ms. Wright reported that she is going to Greensboro again on the 22nd and 23rd of this month to see the Main Library there. If any Board member would like to go they will need to let Ms. Wright know in the next day or two.

There being no further business, the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 10, 2001

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 10, 2001 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Ms. Poffenbarger
Dr. Byrd	Mr. Ray
Ms. Chilton	Mr. Reustle
Ms. Cloer	Ms. Russell
Ms. Gage	Ms Tarr
Ms. Graff	Mr. Smith

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Cindy Miller, Manager, Marketing and Development, Ms. Linda Miller, Manager, Public Services and Ms. Angie Cash, Administrative Assistant.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Mr. Smith, seconded by Mr. Reustle and unanimously carried, the Minutes of the regular meeting held on August 13, 2001 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Smith, seconded by Ms. Graff and unanimously carried, the payment of General Bills in the amount of $171,962.70 and Book Bills in the amount of $69,948.43 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $5,413.89 duly certified and approved in accordance with the bylaws and on motion of Mr. Smith, seconded by Ms. Graff, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of August. Included were the following:

Our automation system was the focus of much activity during August. On August 3 a gigabyte Ethernet card was installed in the Unix server. This card allows our server to operate ten times faster than before. On August 14 a new release of the SIRSI software was installed. A lot of planning was done for this installation. Two workshops were held to inform staff of the changes that would be made in the software with the new release. SIRSI supplied a multimedia CD which showed the major features of the new release. This was made available to staff in each branch and department to view. News releases were prepared to inform the public that the system would be off-line that day. Automation installed the backup software on a PC in each location and trained staff in its use. As a result of such good planning by the staff this installation went very smoothly. Even though we did encounter one major problem during the installation SIRSI was right there to work it out. Other glitches arose as the staff worked with the upgraded software. The staff did a great job in developing work around options until SIRSI could investigate. SIRSI has been very responsive as we inform them of these problems. One of the most positive outcomes of this upgrade and of the installation of the Ethernet card is that the problems staff were experiencing with slow response time seem to have almost disappeared.

Charleston staff rose to an unexpected challenge during August when the 100 block of Summers Street was closed for most of a week due to a gas leak. This made

patron access to the book returns and drive-up window very difficult. Staff made use of an old post office box and placed it out at the Quarrier Street entrance to receive returned materials. Library vehicles were rearranged to provide some type of turn around space for patrons, as they could not exit in the normal manner.

Elizabeth Fraser, Head of Reference, and Toni Blessing, Riverside Branch Librarian, offered a presentation on SIRSI and KCPL's electronic information subscriptions to middle school teachers who were attending an in-service workshop at Riverside High School. The computer lab where this session was offered was full with over 30 teachers in attendance.

Marketing and Development Manger, Cindy Miller, developed and submitted a grant proposal to the Verizon Foundation seeking assistance with the funding needed for the electronic information kiosk at the Family Enrichment Center.

A fund raising brochure for the Clendenin expansion project was mailed to Clendenin area residents and ads for this campaign have begun.

REPORTS OF COMMITTEES:

1. Consideration of revised Electronic Resources and Usage Policy Ms. Linda Miller stated that public libraries must certify that they have an "Internet Safety Plan" in place by October 1, 2001. The policy must address:

- Access by minors to inappropriate matter on the Internet and the World Wide Web
- Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
- Unauthorized access, including so-called "hacking" and other unlawful activities by minors online
- Unauthorized disclosure, use, and dissemination of personal identifications, information regarding minors
- Measures designed to restrict minors' access to materials harmful to minors

Ms. Miller reviewed the proposed changes to our existing policy.

Dr. Bailey noted that notice had been given in the newspaper about the proposed policy being discussed at this public meeting. No one from the public was in attendance at this meeting.

Ms. Whitehead moved that the proposed changes to the Electronic Resources and Usage Policy be accepted. Ms. Tarr seconded the motion and it was unanimously carried.

2. Financial Affairs Committee. Mr. Smith reviewed the carry forward request and upon a motion by Mr. Smith, seconded by Mr. Ray, and unanimously carried, the following resolution was adopted:

RESOLVED, That the fiscal year 2001/2002 budget be amended to carry forward funds encumbered and/or authorized during the previous fiscal year to allow the following amounts to be taken from the unencumbered fund balance for the items designated:

Library Materials	43,650.00
Postage	5,033.52
Advertising	16,189.70
Supplies	3,310.76
Booksale	10,207.93
Furniture & Equipment	15,845.92
Professional Fees	14,000.00
Automation Repairs & Maintenance	16,208.71
Automation Software	4,960.00
Computer Equipment	31,568.00
Automation Equipment	3,692.00
Building Repair & Maintenance	14,976.58
Housekeeping	365.40
Building Improvements	22,852.60
Remodeling	42,000.00
Staff Training	960.94
Recruitment	193.25
Programming	3,738.88
Printing	5,850.00
Equipment Repair & Maintenance	555.00
Uniforms	215.70
Library Awareness	11,000.00
Clendenin Expansion Project	110,000.00
Sissonville Building Project	170,000.00
Capital Reserve Fund	194,000.00
SIRSI	20,000.00
Nitro Budget	1,653.43
Contingency	22,100.00
Miscellaneous	24.75
Bookmobile Replacement Reserve	55,000.00
Clendenin Flood Reserve	19,500.00
Electronic Kiosk	33,000.00
TOTAL	**892,653.07**

1. Building Committee. Ms. Wright reported that the Building Committee met to discuss the purchase of a parcel of property adjacent to the Clendenin Branch Library. The proposed resolution was read and after discussion and amendment a motion was made by Ms. Graff, seconded by Mr. Ray and unanimously carried, that the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to negotiate for the purchase of a parcel adjacent to the Clendenin Branch Library for an amount not to exceed $25,000, and

RESOLVED FURTHER, That the building must be vacated immediately upon sale of the property; and

RESOLVED FURTHER, That library staff must bring to the Board of Directors a recommendation about this purchase to receive approval to officially acquire the property.

OLD BUSINESS:

Ms. Wright stated that she has concluded a series of main library presentations at the branches.

Ms. Wright gave a PowerPoint presentation of pictures of the Greensboro Public Library taken during the visit by Board members and staff in August. Ms. Wright also showed the Board pictures that were taken of three public libraries she recently visited in Indiana.

NEW BUSINESS:

1. West Virginia Book Festival. Ms. Cindy Miller, Marketing and Development Manager reported that all 75,000 brochures about this event

have been distributed. Approximately 18 months have been spent planning this event. We now have in excess of 70 authors that will be at the Festival. The Festival will be held October 12th and 13th at the Civic Center and will be the first event of its type to be held in the state.

2. Britton Adult Summer Reading Program. Ms. Cindy Miller reported that we have completed the first ever adult summer reading program. 371 people registered for the program and 145 of those people completed it. A reception will be held on Sunday, September 15th to recognize those patrons who completed the program.

There being no further business, the meeting was adjourned.

James L. Bailey
President

Linda G. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 8, 2001

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, October 8, 2001 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Mr. Price
Ms. Byrd	Mr. Ray
Ms. Chilton	Mr. Reustle
Ms. Cloer	Mr. Rolston
Ms. Graff	Mr. Smith
Mr. Kauffelt	Ms. Tarr
Ms. Pauer	

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Ms. Angie Cash, Administrative Assistant.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Mr. Smith, seconded by Ms. Graff, and unanimously carried, the Minutes of the regular meeting held on September 10, 2001 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Price and unanimously carried, the payment of General Bills in the amount of $119,403.52 and Book Bills $49,466.03 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds: The Library Director submitted bills to be paid from Special Funds of $3,165.45 duly certified and approved in accordance with bylaws and on motion of Mr. Kauffelt, seconded by Mr. Price, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of September. Included were the following:

A significant amount of time was spent this past month in outreach activities. A partial list of activities where library staff were present included: Family Enrichment Center Street Fair, Community Day at Sunrise Museum, Kanawha County Fair, Kid Fair at First Presbyterian Church in St. Albans, Elkview Community Center Senior Lunch program, Marmet Labor Day parade and a parade in Dunbar. In addition branch staff were involved in open house events and PTA meetings at local schools. I think the staff did a great job of trying to promote September's library card sign-up campaign.

Elizabeth Fraser, Head of Reference, and Toni Blessing, Riverside Branch Librarian, made a presentation about the library's electronic resources to the Assistant Principals responsible for curriculum at the secondary level for Kanawha County Schools. As a result of this presentation they have been invited to do the same presentation at two faculty senate meetings.

A reception was held on September 16 for the patrons who completed the Britton Adult Summer Reading Club. The reception was attended by 55 people who were very pleased to have the recognition of such a nice event. I spoke with a number of those present who were very complimentary about our having the adult reading program and who said that they read books they would not have normally read and liked be given the opportunity to "grow" in what they were reading. Yvonne Farley of the Reference Department and Pam May of the Marketing and Development staff are to be

congratulated for arranging such a nice event as well as all the work they did in developing and promoting this program.

A series of workshops has begun to develop staff members' reader's advisory skills. The workshops are being led by Elizabeth Fraser, Kim Dankovich and David Schau all from the Reference Department.

Our circulation dropped by 9% for September compared to September a year ago. I think this decline in great part is due to the tragic events that occurred on September 11. Within days of this tragedy we had a link on our website to recommended sites that provide information on terrorism and how to help children deal with this horrific event.

To end on a happier note, Shirley Smyth of the Audiovisual Department staff was the lucky grand winner of the Rubber Ducky contest at Regatta. Shirley won $10,000 and has promised to take the entire Audiovisual staff to McDonald's!

REPORTS OF COMMITTEES:

1. Building Committee. Mr. Rolston reported that the Building Committee received seventeen responses to the Request for Proposal of Architectural Services for the new main library. The committee has selected six firms to be interviewed. The firms are scheduled to be interviewed on October 17 and 18th .

Dr. Bailey explained that we are looking at two phases for the new library. The first phase is the site feasibility analysis and the second is the design and construction of the building. This may not be the same firm doing both phases.

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

Reminders:

WVLA Conference – This conference will be held at Canaan Valley, October 29-31. If any member would like to attend the conference this year he/she should contact Ms. Wright or Dan Marslender, Human Resources Manager .

Staff Development Day – Ms. Wright invited everyone to our Staff Development Day, scheduled for November 14th at the John 23rd Pastorial Center.

BookFestival – scheduled for October 12 and 13th.

Mr. Smith reported that he has noticed more and more graffiti downtown lately and would like for something to be done about it. Dr. Ranson also reported that we have skateboarders that are destroying our property.

After discussion, Mr. Price moved to give authority to the Library Director and the Administrative Services Officer to erect signs at the Main Library to deal with skateboarders. Mr. Smith seconded the motion and it was unanimously carried.

There being no further business, the meeting was adjourned.

Kenneth R. Bailey
President

Linda G. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

November 12, 2001

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, November 12, 2001 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Mr. Ray
Ms. Byrd	Mr. Rolston
Ms. Chilton	Mrs. Rugeley
Ms. Gage	Ms. Russell
Mr. Kauffelt	Ms. Tarr
Ms. Poffenbarger	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer and Ms. Angie Cash, Administrative Assistant.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Mr. Kauffelt, seconded by Ms. Gage, and unanimously carried, the Minutes of the regular meeting held on October 8, 2001 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Poffenbarger and unanimously carried, the payment of General Bills in

the amount of $160,177.02 and Book Bills $109,976.10 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $491.60 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt seconded by Ms. Poffenbarger and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of October. Included were the following:

Staff members were again engaged in a number of outreach activities during October. Melissa Carr, children's librarian, presented a Halloween program to 325 children and adults at the Capitol Market on October 18. Melissa and Patty Bergeron, another of our children's librarians, continue to do school classroom presentations as has been done in the past several years. During October they made 45 presentations to over 970 children. Elizabeth Fraser, head of Reference, made a presentation on October 12 to the faculty senate at St. Albans High School. She spoke about our on-line catalog and our electronic information resources. Kay Ferrill, Dunbar Branch Librarian, made a presentation at the faculty senate meeting at the new Dunbar Intermediate School. Dunbar staff members also made presentations in each of the five, fifth grade classrooms at this new school. The Library had a booth at the Mountain State Business and Trade Show, which is held annually by the Chamber of Commerce. 32 new card registrations were received during the two days of this event. The Riverside Branch worked with the other partners at Riverside in the grand opening celebration for the new Riverside Health Center. This event on October 20 drew 500 people into the library. Library staff had a number of activities and a number of health related non-profit organizations had information tables in the library. The bookmobile also participated in this event.

By far our biggest outreach event during October and in the history of the library was the first West Virginia Book Festival held at the Civic Center on October 12 and 13. This event was a great success and received a lot of good publicity before the event and some after the event including a very positive letter to the editor. Cindy Miller and the staff of the Marketing and Development Office and Yvonne Farley of the Reference Department are to be commended for all the great work they did in organizing and

carrying out this event. The annual book sale was held as part of the Festival this year. Despite moving the date of the sale from the customary August date to October the book sale was a great success with over $25,000 in gross revenue. The Book Sale Committee and the many, many staff members who contributed in various ways to the sale are to be congratulated on holding another very successful event.

Linda Miller, Public Services Manager, led six brainstorming sessions to receive ideas from staff all over the system about what they would like to see in the new main library building. All the ideas received have been shared with the building consultant, Richard Rosenthal from Charlotte, who is helping to write the building program for this new facility. The building program is the document that verbally describes what we would like to see in the new building and is the document the architect uses to design the building. A draft of this document should be completed by mid-January.

Staff members attended several conferences during October. Toni Blessing, Riverside Branch Librarian, attended a national bookmobile conference held in Columbus, Ohio. A number of staff members attended the one-day Read Aloud West Virginia conference held here in Charleston. A number of staff members also attended the annual West Virginia Library Association conference held at Canaan Valley State Park.

Ms. Wright read a letter from Verizon, which stated that we were awarded a $15,000 grant for the kiosk that will be placed at the Family Enrichment Center.

Ms. Wright also read a letter from Cindy Wilson thanking the staff for a great Adult Summer Reading program this year.

Dr. Bailey suggested that Ms. Wright write a resolution thanking everyone who worked in the Booksale and Book Festival. All were in agreement.

RESOLVED, That the Board of Directors of the Kanawha County Public Library commends the staff members of the library for all their excellent work that resulted in another very successful Booksale; and the very well planned and well executed first West Virginia Book Festival that was enjoyed by

several thousand people.

Ms. Wright shared with the Board that Mr. Karnie Tinney passed away Monday, November 12, 2001. The Board will send a letter of condolence to the family.

REPORTS OF COMMITTEES:

Building Committee: Mr. Rolston explained that the West Virginia Department of Highways will be widening the road in front of the Cross Lanes branch. The Dept. would like 1095 square feet belonging to the library and are willing to pay $15,685 for the property.

After discussion Mr. Rolston moved the following resolution from the committee:

RESOLVED, That the Library Director is hereby authorized to execute a deed transferring 1095 square feet of property from the Cross Lanes Library to the West Virginia Department of Highways to facilitate the widening of Big Tyler Road.

The motion was seconded by Ms. Gage and unanimously carried.

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Mr. Rolston informed the Board of the process the Building Committee had utilized in reviewing the 18 architectural proposals received and selecting an architectural firm. The Committee selected ZMM, Inc. of Charleston and K.R. Montgomery and Associates of Anderson, Indiana.

After much discussion a motion was made by Mr. Rolston to approve the following resolution:

RESOLVED, That the Board of Director's authorizes the Library Director and the Administrative Services Officer to negotiate a contract with ZMM, Inc. of Charleston and K.R. Montgomery and Associated of Anderson, Indiana for the site feasibility analysis and the design of the new Main Library with the proposed contract being brought back to the Board of Director's for final approval.

The motion was seconded by Ms. Tarr and unanimously carried.

Dr. Bailey brought to the Board's attention a recent newspaper article regarding the Board of Education's desire to resolve the situation in this upcoming legislative session that has resulted in Boards of Education in counties with libraries with special bills not being credited in the school aid formula for the amount they give to the library. After much discussion it was decided that Dr. Bailey would contact Mr. William Raglin, President of the Kanawha County Board of Education regarding an upcoming meeting with the Kanawha County legislative delegation.

Dr. Bailey informed the Board that Ms. Sandy Graff was moving from Charleston to be closer to her family.

OLD BUSINESS:

Staff Development Day – Ms. Wright reminded everyone of Staff Development Day, November 14, 2001.

There being no further business, the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

December 10, 2001

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, December 10, 2001 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Mr. Rolston
Ms. Byrd	Mrs. Rugeley
Ms. Cloer	Ms. Russell
Ms. Gage	Mr. Smith
Ms. Poffenbarger	Ms. Tarr
Mr. Ray	Ms. Whitehead
Mr. Reustle	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer and Ms. Angie Cash, Administrative Assistant.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Mr. Smith, seconded by Ms. Russell, and unanimously carried, the Minutes of the regular meeting held on November 12, 2001 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Ray, seconded by Mrs. Rugeley and unanimously carried, the payment of General Bills in the

amount of $78,725.56 and Book Bills $97,890.10 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,066.43 duly certified and approved in accordance with the bylaws and on motion of Mr. Ray seconded by Mrs. Rugeley and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of November. Included were the following:

The annual children's Book Week celebration was held in November. Over 300 children attended various programs held around the system. Also KCPL staff members participated in Read to Me Day, which was held on November 15. Staff members read to children in a number of school classrooms as well as daycare facilities. Among the many children's programs we offered in November were several that were rather unique. Twenty-eight children attended a program entitled "Enter the World of Harry Potter". We have over 30 copies of HARRY POTTER AND THE SORCERER'S STONE and all are checked out, as are most of the copies of the other Harry Potter books. We had 33 children attending a Teddy Bear Ice Cream Social. Both of these programs were offered at the Main Library.

For the past two months we offered a course on reader's advisory service. During the course staff became more familiar with genres and sub genres of adult fiction and some of the major authors within each. The course consisted of six sessions and each session was offered twice. The staff attending the sessions thought they were very well presented. The facilitators for the sessions were members of the Reference Department – Kim Dankovich, Elizabeth Fraser, Susan Harper and David Schau.

A staff team headed by Marilyn Schroeder, Assistant Public Services Manager, did quite a bit of work during November to design and develop the various screens that will be used on the computer that will be located in the kiosk at the Family Enrichment Center. This team is also working on other aspects of this new service. The kiosk should be installed by early January. The Center will be open for service in January and an official opening is being planned for some time in February. The bookmobile will begin making a regular stop at the Center when they begin their next schedule in January.

Staff Development Day was held on November 14 at the John XXIII Center. A number of training sessions were held. Many of the sessions were conducted by our own staff members and I appreciate the extra work that was done by those staff members to prepare and present these sessions.

Before you leave today you may want to take a few minutes to visit a display on the first floor near the circulation desk. Throughout the month of December we have on display a number of library cards from public libraries across the country.

REPORTS OF COMMITTEES:

1. Governmental Affairs Committee: Ms. Wright reported the committee has met and discussed what they would ask of the Kanawha County legislative delegation this year. Plans are to ask for $10,000 for our Book Festival; $20,000 for the Clendenin expansion project and; $85,000 towards the planning costs of a Main Library facility. They also discussed when to meet with the members of the delegation. Also, discussed were scheduling an appointment with Governor Wise and Congresswoman Moore-Capito.

2. Building Committee: Mr. Rolston reported that the committee met with Mr. Rod Watkins of ZMM and discussed the proposed contract subsequent to the proposed contract's reviewed by our attorney, Chris Winton. A concern of the committee's was that we would be contracting with ZMM but not directly with K.R. Montgomery. The concern was that if ZMM wanted to drop K.R. Montgomery we could do nothing about it. In the proposed ZMM contract K.R. Montgomery is listed as a consultant. Mr. Watkins is planning to meet with our attorney to discuss this issue and several other minor points Mr. Winton raised. After the committee receives a contract they feel is acceptable they will bring it to the Board for consideration.

OLD BUSINESS:

There was no old business.

NEW BUSINESS

Marmet Ms. Wright stated that the Marmet Advisory Board is interested in a larger library. The Board plans to meet with city officials on January 7th. Dr. Bailey and Linda Wright plan to attend that meeting.

Board Retreat A question was raised about the status of a building program for the new Main Library. Ms. Wright reported that a consultant had been retained in late October. The consultant, Richard Rosenthal, has been to Charleston and met with each Main Library department head. He is now developing the first draft of the program. Ms.Wright stated that draft should be received by mid January for staff to review. After the program has been received and revised she would like to have the Board review the document. She suggested this might be done at the annual Board Retreat. Discussion then took place about a Retreat and possible dates to schedule it. Ms. Wright was asked to see if the Summit was available for February 23, 2002 with February 2, 2002 as an alternate date.

Reminders:

The Public Library Association Conference will be held in Phoenix on March 12 – 16, 2002. Everyone was given a copy of the conference schedule. Board members were asked to let Ms. Wright know by the middle of January if they plan to attend so travel arrangements and registration can be completed.

There being no further business the meeting was adjourned.

Kathy K. Bailey
President

Linda L. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 14, 2002

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, January 14, 2002 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Charlene Byrd	Mr. Darrell Rolston
Ms. Caroline Cloer	Mrs. Virginia Rugeley
Ms. Karen Gage	Ms. Angelia Russell
Mr. T.D. Kauffelt	Mr. Parker Smith
Ms. Susan Poffenbarger	Ms. Pam Tarr
Mr. Harry Reustle	Ms. Jerie Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer and Ms. Angie Cash, Administrative Assistant.

Guest: Steve Branner and Chris Winton.

Ms. Pam Tarr, Vice President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Mr. Smith, seconded by Mrs. Rugeley, and unanimously carried, the Minutes of the regular meeting held on December 10, 2001 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Poffenbarger and unanimously carried, the payment of General Bills in the amount of $201,762.76 and the Book Bills $129,959.40 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $4,518.37 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt seconded by Ms. Poffenbarger and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report:

During December several building improvement projects were undertaken. The Children's Department was recarpeted and the public access computers will be relocated to be closer to the children's service desk. The Audiovisual Department was expanded to double its previous size. Most of the storage room fondly known as Room 97 has now been converted to use for this area of the collection. Very little storage area now remains. This was a very large project and the staff of the Audiovisual Services Department and the Maintenance Department are to be congratulated for all the work they did to achieve these larger quarters.

Danny Murphy of the automation staff attended an advanced UNIX administration course in Maryland during December.

The Christmas open houses at Cross Lanes and Sissonville were extremely well attended. Over 300 people attended each of these events. It was wonderful to see so many families coming to a library event. Several different types of activities were available for the children including a visit from Santa Claus.

Two brown bag lunch programs held at the Main Library in early December were developed to meet the increased public interest in current topics. The two programs were on the Arab-Israeli conflict and on understanding Islam. Each program had over 40 people in attendance. The Understanding Islam program was cosponsored by the National Center for Human Relations at West Virginia State College.

REPORTS OF COMMITTEES:

Building Committee: Mr. Rolston reported that the Building Committee has met several times over the last several months to discuss our new main library. The proposed resolution was read and after discussion and upon motion by Mr. Rolston, seconded by Mrs. Rugeley and unanimously carried, the following resolution was adopted:

> RESOLVED, That ZMM, Inc. in partnership with K.R. Montgomery and Associates be selected as the architects for the proposed new main library facility; and
>
> RESOLVED FURTHER, That the Library Director is authorized to sign the contract for these services.

OLD BUSINESS:

1. Board of Education Meeting. Ms. Wright reported that she and Dr. Bailey attended a meeting at the Board of Education with three legislators in attendance: Senator Rowe, Delegate Brown and Delegate Smith. The Board of Education staff gave a presentation about the state funding inequity for Boards of Education in counties with special bills for libraries.

Ms. Wright reported on other legislative matters. A bill has been introduced to place a 10% cap on the amount property taxes on a new parcel of property could be increased in any given year. Also the report from the special legislative sub-committee that has been studying library funding although making no recommendation does suggest that a method of handling the funding inequity for Boards of Education in counties with special library bills is to move the funding for the library to excess levy funds.

2. Meeting with Congresswoman Shelley Moore-Capito. Ms. Wright reported

that Dr. Bailey and herself met with Congresswoman Capito. Ms. Capito is very supportive of libraries. They discussed a bill that is in congress that will help libraries with new constructions.

NEW BUSINESS:

1. WV Digital Library. Ms. Wright reported that there are 44 states that now have digital libraries. The digital library would provide free statewide access to a variety of electronic information databases. The digital library is a consortium of academic, public and K-12 school libraries that would oversee this entity. An effort is being made to have the legislature approve an initial amount of 1.5 million dollars for this program to begin.

There being no further business, the meeting was adjourned.

First Vice President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 11, 2002

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, February 11, 2002 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Mr. Ray
Ms. Byrd	Mr. Reustle
Ms. Chilton	Mr. Rolston
Ms. Gage	Mrs. Rugeley
Mr. Kauffelt	Ms. Russell
Ms. Pauer	Mr. Smith
Ms. Poffenbarger	Ms. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager, and Ms. Angie Cash, Administrative Assistant.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Ms. Russell, seconded by Mrs. Rugeley, and unanimously carried, the Minutes of the regular meeting held on January 14, 2002 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Smith and unanimously carried, the payment of General bills in the amount of $154,458.09 and Book Bills $89,178.81 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,387.28 duly certified and approved in accordance with the bylaws and on motion of Mr. Ray seconded by Mrs. Rugeley and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of January. Included were the following.

Staff from the Automation Department visited a number of branches in January to install updates on the computers we received through the Gates Grant several years ago. They also performed several other maintenance tasks while they were at these branches. Automation staff also spent a number of hours during January working with Hewlett Packard, our hardware vendor, and SIRSI, our software vendor, to try to resolve a persistent problem that had developed with various software applications locking up. The Hewlett Packard Response Center finally came up with a remedy for the problem that seems to be working.

An on-line book club service was initiated during January. The service provides the first several chapters of a book and these chapters are e-mailed to patrons in small installments over a period of weeks. There are seven different categories of books such as business, mystery, inspirational. A patron can sign up for as many of these categories as they like. We have already received some favorable comments even though the

service was only installed about 2½ weeks ago. There also have been news articles about this new service in both papers and on television. Marilyn Schroeder, Assistant Public Services Manager, was responsible for identifying this service and for subsequently working with the vendor.

The most interesting children's program we offered this month in the system was a program offered in the Main Library Children's Department by students from a drama class at Capital High School. The students presented a scene from "Hansel and Gretel" and read to the children. 62 people attended this program.

Another book discussion series was begun at the Main Library in January. The series "Against the Odds" had a very large response. Twenty-six people came to the discussion which meant a standing room only crowd in the Board Room. The series had a feature article in the newspaper. The series of five programs has a focus of women's stories of courage and is being led by Rachel Dash and Ancella Bickley.

REPORTS OF COMMITTEES:

1. Building Committee: Mr. Rolston reported that the Building Committee met last Thursday with the architects, Steve Branner and Mike Montgomery. Mr. Branner and Mr. Montgomery have started preparing information on three sites. Mr. Rolston explained that the fourth site, the old Kanawha Cinemas property in Kanawha City, is in the process of being purchased by a state agency. There was further discussion about sites. Mr. Branner and Mr. Montgomery will be gathering additional information to bring to the committee.

Dr. Bailey invited the Board members to attend the next Site Selection Committee meeting on February 28 at 1:15 p.m.

2. Membership Committee: Ms. Poffenbarger reported that the committee will be meeting this coming Wednesday at 4:00 p.m. to discuss a possible replacement for Ms. Sandy Graff. Ms. Poffenbarger reminded everyone that if they have a suggestion for a

replacement to contact a committee member. The committee will also be discussing the three members whose terms expire this year: Dr. Bailey, Ms. Cloer and Mr. Smith.

OLD BUSINESS:

1. KIOSK: Ms. Wright reminded everyone that the Grand Opening for the Family Enrichment Center is this Thursday at 1:30. Over the next several weeks we will have staff present at this new facility to show the public how to use this technology.

2. Board Retreat: Dr. Bailey invited everyone to the Board Retreat on Saturday, February, 23 from 9:00 a.m. – 3:00 p.m. at the Summit Conference Center. Ms. Wright asked if the Board would like to invite Department Head's. All were in agreement to invite them.

Agenda items for the day include:

- Financial Feasibility Study presentation by Mr. Bill Mitchell
- Timeline for the new building
- Building Program – What we would like to see in the new building

NEW BUSINESS

1. Meeting with Kanawha County Legislative delegation: Dr. Bailey thanked Dr. Ranson for setting the meeting up. Dr. Bailey, Ms. Rugeley, Ms. Wright and Dr. Ranson attended the meetings. They asked the delegation for favorable consideration of budget

digest funds for $10,000 for the Book Festival this year, $20,000 for the Clendenin expansion project and $85,000 towards the planning costs of the new main library.

Ms. Wright will follow up with a formal letter of request to each member of the delegation.

2. Meeting with Commissioner Hardy: Dr. Bailey reported that he and Mrs. Ann Smith from the Clendenin Advisory Board and Ms. Wright met with County Commission President, Dave Hardy, to request $50,000 for the project to expand the Clendenin Branch Library. Mr. Hardy explained that the Commission was handling these requests on a quarterly basis and we should expect a response to the request by early April.

3. Library Foundation: Ms. Rugeley reported that the Foundation has a new committee. The Friends Steering Group is chaired by Ms. Karen Lukens. The Friends are working to expand their membership and volunteer services for library projects such as the annual Book Sale.

4. Starting time for March meeting: Ms. Wright inquired of the members if they wanted to begin the meeting in March at 3:30 to provide additional time for the budget presentation. It was decided to keep the meeting time at 4:00 p.m.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 11, 2002

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, March 11, 2002 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Mrs. Rugeley
Ms. Cloer	Ms. Russell
Ms. Chilton	Ms. Whitehead
Ms. Pauer	

Also present were Ms. Linda Wright, Library Director, Ms. Linda Miller, Public Services Manager and Ms. Angie Cash, Administrative Assistant.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Ms. Chilton, seconded by Mrs. Rugeley, and unanimously carried, the Minutes of the regular meeting held on February 11, 2002 were approved as mailed.

Approval of Bills. In accordance with the bylaws and on motion of Ms. Chilton, seconded by Mrs. Rugeley, and unanimously carried, the payment of General Bills in the

amount of $118,776.65 and book Bills in the amount of $62,251.30 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $105.89 duly certified and approved in accordance with the bylaws and on motion of Ms. Chilton seconded by Ms. Rugeley, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of February. Included were the following:

We have had over 350 patrons sign up for the new on-line book clubs in the first month of offering this service. During February we initiated a subscription to a new online electronic information resource, Ancestry Plus.

Seven staff members from a regional library near Richmond, Virginia visited KCPL on February 14. They are in the process of selecting a new library automation system. In their email thanking us for our hospitality they noted: "By far you were the most knowledgeable about your system at every level".

The grand opening of the Family Enrichment Center took place on February 14. This event was well attended. Library staff presented a program for children as one of the events that took place at the Center that afternoon. The bookmobile has been making regular stops at the center since January and each week they see a few more people coming to the stop. We are also planning to have several programs at the Center during the upcoming children's summer library club.

The Nimda computer virus struck KCPL on February 21. The Novell server was infected and had to be taken offline. Automation staff visited every location to do a virus scan on each staff computer and to update the virus signatures on those computers. Also during February Tim Linde of the Automation staff identified and installed software that allows remote administration, tracking and maintenance of various peripheral computer devices.

Some samples of the programs we offered during February include a Valentine's program at Elk Valley that included a puppet show presentation by the Elk Valley's teen puppeteers. This program had over 60 children and adults in attendance. KCPL had a booth at the University of Charleston's Worldfest event. Sixteen new library card applications were submitted at our booth. Over 50 children attended a program at St. Albans to celebrate the 98th birthday of Dr. Seuss. Riverside has been offering a family fun night each Thursday evening. On average over 30 children and adults attend each session. Sissonville volunteer firefighters used the meeting room at Sissonville to participate in a two-day training program on terrorism.

REPORTS OF COMMITTEES:

1. Public Services Committee. Ms. Whitehead reported that the committee recently met and discussed the following: Status of Collection Management Plan; Reader's Advisory Training; Circulation being down in Glasgow and Overdues.

2. Membership Committee. Ms. Wright reported that the committee met to discuss a candidate to replace Ms. Sandy Graff. One of the names that was suggested was Mr. Michael Albert. Mr. Albert completed the Public Services application form and the committee reviewed this information and voted to recommend him to the Board. We also have three members whose terms expire this year; Dr. Bailey, Ms. Cloer and Mr. Smith. All three were asked to stay another term and have agreed.

Upon motion by Ms. Chilton of the Committee, seconded by Mrs. Rugeley and unanimously carried, it was the decision of the Board to approve submitting the above names to the Board of Education for consideration.

3. Building Committee. Ms. Wright reported that the committee has met twice in

the month of February. The meetings are very informative. At the last meeting more sketches of possible positions for a building and for parking areas were presented. The committee asked the architects to come back to the next meeting and show what would happen if more property was acquired for each site.

Dr. Bailey invited everyone to attend the next meeting of the Site Selection Committee, which will be March 22nd in the Board Room.

4. Financial Affairs Committee. Dr. Bailey explained that our audit for fiscal year 2001 has not been done. Dr. Bailey is sending a letter to Glen Gainer, Auditor (a copy is attached to these minutes) to see if we can get this expedited.

Ms. Wright stated that the Financial Affairs Committee met and is recommending Board approval on the following resolutions concerning the current 2001/02 fiscal year budget:

RESOLVED, That the budget for fiscal year 2001/02 be supplemented as follows:

$45,000 from the West Virginia Legislature budget digest to: electronic kiosk, $10,000; WV Book Festival, $5,000; and Clendenin Expansion Project $30,000.

$15,000 from Verizon to the electronic kiosk.

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to make the following line item transfers within the budget for fiscal year 2001/02:

From	To	Amount
Contingency	Overdues Collection	$5,000.00
Contingency	Admin. Copier	$2,000.00
Automation Repairs & Maint.	Automation Supplies	$10,000.00
Admin. Retirement Cont.	Circulation Retirement Benefit	$6,700.00
Admin. Health Insurance	Public Services Health Insurance	$6,000.00
Admin Retirement Cont.	Tech Services Retirement Cont.	$2,100.00
Admin. Postage	Bookmobile Postage	$100.00
Bldg. & Grounds Repair & Maint	Dunbar Building Repairs & Maint.	$2,500.00
Bldg. & Grounds Repair & Maint	Marmet Building Repairs & Maint.	$600.00
Admin. Health Insurance	Riverside Health Insurance	$3,400.00
Building & Grounds Water & Sewer	Sissonville Water & Sewer	$1,000.00
Building & Grounds Repair & Maint.	Sissonville Building Repair & Maint.	$1,000.00
Building & Grounds Repair & Maint.	St. Albans Building Repair & Maint.	$2,000.00
Contingency	Professional Fees	$5,000.00
Contingency	Employee Parking	$3,000.00
Building & Grounds Repair & Maint.	Building & Ground Bldg. Improvements	$28,000.00
Contingency	Property & Casualty Insurance	$6,000.00

After discussion, Ms. Cloer moved that the above two resolutions be approved. Mrs. Rugeley seconded the motion and it was unanimously carried.

Ms. Wright presented a copy of the proposed budget for the Library for fiscal year 2002/2003.

After discussion and upon motion by Ms. Russell, seconded by Mrs. Rugeley and unanimously carried, the fiscal year 2002/03 budget was approved and is attached to the minutes of the meeting.

After further discussion, and upon a motion by Ms. Chilton, seconded by Mrs. Rugeley, and unanimously carried, the following three resolutions were adopted:

Levying Authority - Board of Education

RESOLVED, that the Library requests the Board of Education of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $2,209,592 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2002;

RESOLVED FURTHER, that such request be transmitted to said Board of Education by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the Board of Education of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Levying Authority - City of Charleston

RESOLVED, that the Library requests the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $786,857 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2002;

RESOLVED FURTHER, that such request be transmitted to said City of Charleston by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the City of Charleston authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Levying Authority - Kanawha County Commission

RESOLVED, that the Library requests the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $2,209,592 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2002;

RESOLVED FURTHER, that such request be transmitted to said County Commission by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Dr. Bailey changed the order of business and a copy of the Board Retreat notes were distributed. Dr. Bailey reported that it was a very successful day and we will have a follow up discussion at the April Board meeting.

There being no further business the meeting was adjourned.

President

Secretary

KANAWHA COUNTY PUBLIC LIBRARY
2002/2003 PROPOSED BUDGET
INCOME

	ORIGINAL BUDGET 2001/2002	ADJUSTED BUDGET 2001/2002	INCOME AS OF 1/31/02	PROPOSED BUDGET 2002/2003	% BUDGET INCREASE/ DECREASE
Levying Authorities					
Board of Education	2,109,322	2,109,322	1,230,438	2,209,592	4.75%
County Commission	2,109,322	2,109,322	1,037,101	2,209,592	4.75%
City of Charleston	775,312	775,312	387,656	786,857	1.49%
Subtotal	***4,993,956***	***4,993,956***	***2,655,195***	***5,206,041***	**4.25%**
State Grants					
Grant In Aid (@ 4.01 per capita)	716,005	716,005	557,378	716,005	0.00%
Nitro Administrative Fee	4,000	4,000	0	4,000	0.00%
Subtotal	***720,005***	***720,005***	***557,378***	***720,005***	**0.00%**
Branch Support					
Clendenin	2,926	2,926	0	3,090	5.60%
Cross Lanes	6,803	6,803	0	7,275	6.94%
Dunbar	56,737	56,737	23,369	57,389	1.15%
Elk Valley	5,582	5,582	4,582	6,277	12.45%
Glasgow	1,164	1,164	0	1,164	0.00%
Marmet	2,075	2,075	2,075	2,467	18.89%
Riverside	5,811	5,811	0	5,543	0.00%
St. Albans	69,208	69,208	17,302	86,877	25.53%
Sissonville	4,817	4,817	0	5,469	13.54%
Subtotal	***155,123***	***155,123***	***47,328***	***175,551***	**13.17%**

KANAWHA COUNTY PUBLIC LIBRARY
2002/2003 PROPOSED BUDGET
INCOME

	ORIGINAL BUDGET 2001/2002	ADJUSTED BUDGET 2001/2002	INCOME AS OF 1/31/02	PROPOSED BUDGET 2002/2003	% BUDGET INCREASE/ DECREASE
Other					
Miscellaneous Supplements	0	1,013,504	1,013,504	0	
Fund Balance - Clendenin Expansion	50,000	50,000	0	0	-100.00%
Clendenin Flood Insurance Reserve	700	700	0	700	0.00%
Fines and Fees	60,000	60,000	31,829	60,000	0.00%
Interest	125,000	125,000	33,229	65,000	-48.00%
Miscellaneous/Booksale/Parking	57,000	57,000	34,580	60,000	5.26%
Jacobson Fund	50,000	50,000	0	45,000	-10.00%
Library Foundation	10,000	10,000	10,000	10,000	0.00%
Subtotal	***352,700***	***1,366,204***	***1,123,143***	***240,700***	**-31.76%**
GRAND TOTAL	***$6,221,784***	***$7,235,288***	***$4,383,043***	***$6,342,297***	**1.94%**

KANAWHA COUNTY PUBLIC LIBRARY
2002/2003 PROPOSED BUDGET
EXPENDITURES

	ORIGINAL BUDGET 2001/2002	ADJUSTED BUDGET 2001/2002	EXPENSES AS OF 1/31/02	PROPOSED BUDGET 2002/2003	% BUDGET INCREASE/ DECREASE
Salaries (114 FTE)					
Full-time Professional	1,140,714	1,140,714	584,141	1,167,222	2.32%
Full-time Paraprofessionals	1,446,217	1,446,217	764,092	1,462,540	1.13%
Part-time Paraprofessionals	319,884	319,884	161,079	343,032	7.24%
Substitute Professionals	8,686	8,686	2,393	8,900	2.46%
Substitute Paraprofessionals	84,092	84,092	40,719	86,000	2.27%
Overtime	4,000	4,000	1,743	4,000	0.00%
Salaries Subtotal	**3,003,593**	**3,003,593**	**1,554,167**	**3,071,694**	**2.27%**
Benefits					
Drug and Alcohol Screening	500	500	135	500	0.00%
Education	2,000	2,000	1,193	3,000	50.00%
Employee Assistance Program	2,000	2,000	170	1,500	-25.00%
Employee Parking	31,100	31,100	19,930	35,000	12.54%
Retirement	299,667	299,667	155,796	303,000	1.11%
FICA	229,698	229,698	116,146	234,985	2.30%
Health Insurance	382,474	382,474	168,069	420,000	9.81%
Dental/Vision Insurance	30,000	30,000	16,401	32,000	6.67%
Disability Insurance	10,000	10,000	6,728	10,500	5.00%
Workers Compensation	15,000	15,000	7,398	15,000	0.00%
Unemployment Compensation	2,000	2,000	688	2,000	0.00%
Subtotal	**1,004,439**	**1,004,439**	**492,655**	**1,057,485**	**5.28%**
Salaries & Benefits Total	**4,008,032**	**4,008,032**	**2,046,821**	**4,129,179**	**3.02%**

KANAWHA COUNTY PUBLIC LIBRARY
2002/2003 PROPOSED BUDGET
EXPENDITURES

	ORIGINAL BUDGET 2001/2002	ADJUSTED BUDGET 2001/2002	EXPENSES AS OF 1/31/02	PROPOSED BUDGET 2002/2003	% BUDGET INCREASE/ DECREASE
Materials for Collection	1,000,000	1,059,222	533,354	1,017,000	1.70%
Collection Materials Total	**1,000,000**	**1,059,222**	**533,354**	**1,017,000**	**1.70%**
Building and Equipment					
Automation Equipment	16,000	19,692	10,774	16,000	0.00%
Automation Repair & Maintenance	50,000	66,209	-40,365 *	82,200	64.40%
Automation Software	20,000	24,960	5,059	15,000	-25.00%
Bookmobile Replacement Reserve	0	55,000	0	0	
Building Repair & Maintenance	73,250	88,227	36,255	75,000	2.39%
Building Improvements	43,978	66,831	41,982	47,000	6.87%
Building Remodeling	19,000	61,000	0	0	-100.00%
Electronic Kiosk	0	58,000	42,900	0	
Equipment Repair & Maintenance	13,700	14,155	3,768	13,700	0.00%
Furniture/Equipment Purchase	55,000	70,946	32,306	55,000	0.00%
Rental, Equipment & Vehicle	1,000	1,000	705	1,000	0.00%
Vehicle, Gas & Oil	8,500	8,500	3,475	8,500	0.00%
Vehicle, Maintenance	12,900	12,900	5,459	12,900	0.00%
Computer Equipment	55,000	86,568	26,866	55,000	0.00%
Copier Expenses	6,750	14,430	7,632	13,000	92.59%
Uniforms	900	1,116	587	900	0.00%
Building & Equipment Subtotal	**375,978**	**649,532**	**177,404**	**395,200**	**5.11%**

KANAWHA COUNTY PUBLIC LIBRARY
2002/2003 PROPOSED BUDGET
EXPENDITURES

	ORIGINAL BUDGET 2001/2002	ADJUSTED BUDGET 2001/2002	EXPENSES AS OF 1/31/02	PROPOSED BUDGET 2002/2003	% BUDGET INCREASE/ DECREASE
Personnel					
Recruitment	8,000	8,193	4,810	10,000	25.00%
Training	22,000	22,961	9,673	22,000	0.00%
Travel	32,000	32,000	8,028	32,000	0.00%
Personnel Subtotal	**62,000**	**63,154**	**22,511**	**64,000**	**3.23%**
Public Relations					
Printing	29,000	34,850	13,311	33,000	13.79%
Programs	15,000	18,739	4,565	18,000	20.00%
WV Book Festival	0	5,000	4,408	0	
Library Awareness	0	11,000	0	0	
Advertising	30,000	46,190	21,185	35,000	16.67%
Public Relations Subtotal	**74,000**	**115,779**	**43,469**	**86,000**	**16.22%**
Supplies					
Automation Supplies	14,000	16,000	12,173	16,500	17.86%
Housekeeping Supplies	14,500	14,865	4,962	15,000	3.45%
Supplies	84,000	87,611	46,861	87,000	3.57%
Supplies Subtotal	**112,500**	**118,476**	**63,996**	**118,500**	**5.33%**

KANAWHA COUNTY PUBLIC LIBRARY
2002/2003 PROPOSED BUDGET
EXPENDITURES

	ORIGINAL BUDGET 2001/2002	ADJUSTED BUDGET 2001/2002	EXPENSES AS OF 1/31/02	PROPOSED BUDGET 2002/2003	% BUDGET INCREASE/ DECREASE
Utilities					
Electricity	109,000	109,000	46,477	109,000	0.00%
Water/Sewerage Treatment	22,000	22,000	9,344	23,000	4.55%
Natural Gas	20,500	20,500	6,404	20,500	0.00%
Fire Service Fee	900	900	108	900	0.00%
Telephone	59,000	59,888	7,901	59,000	0.00%
Trash Removal	3,800	3,800	1,209	3,800	0.00%
Utilities Subtotal	**215,200**	**216,088**	**71,443**	**216,200**	**0.46%**
Other					
Collection Expense for Overdue Materials	2,000	2,000	0	9,000	350.00%
Postage/Freight	79,000	84,034	45,488	83,000	5.06%
Refunds	2,000	2,000	482	2,000	0.00%
Memberships	5,270	5,270	1,121	5,400	2.47%
Audit	6,000	6,000	0	6,000	0.00%
Property and Casualty Insurance	37,000	37,000	21,839	47,000	27.03%
OCLC/Cataloging Data Expense	45,000	45,000	34,332	48,000	6.67%
Miscellaneous	2,000	5,384	-21,605 *	3,000	50.00%
Nitro Administrative Fee	0	4,241	0	0	
Electronic Kiosk Expenses	0	1,000	844	0	
Kiosk Maintenance & Lease	0	0	0	6,000	
Professional Fees	18,000	32,000	29,149	22,000	22.22%
Sales Tax	300	300	25	300	0.00%
Security for Cross Lanes	800	800	288	800	0.00%

KANAWHA COUNTY PUBLIC LIBRARY
2002/2003 PROPOSED BUDGET
EXPENDITURES

	ORIGINAL BUDGET 2001/2002	ADJUSTED BUDGET 2001/2002	EXPENSES AS OF 1/31/02	PROPOSED BUDGET 2002/2003	% BUDGET INCREASE/ DECREASE
Capital Expenditure - Clendenin	50,000	50,000	0	0	-100.00%
Clendenin Expansion	0	140,000	0	0	
Clendenin Flood Reserve	0	19,500	656	0	
Sissonville Construction	0	208,144	102,787	0	
SIRSI Project	0	20,000	20,000	0	
Booksale	25,000	35,208	13,206	25,000	0.00%
Other Subtotal	**272,370**	**697,880**	**248,610**	**257,500**	**-5.46%**
Capital Reserve Fund	46,005	240,005	0	0	-100.00%
Contingency	55,699	67,119	0	58,718	5.42%
	$6,221,784	**$7,235,288**	**$3,207,609**	**$6,342,297**	**1.94%**

* The negative expense amount for Automation Repairs and Maintenance includes a refund from the WV Library Commission of $56,704.88 for hardware and software maintenance and a refund from John Adams Jr. High of $1,500.00 for Sirsi. These amounts were credited back to the original expense line. The actual expenditures for this line are $17,840.10.

**The negative expense amount for Miscellaneous includes a refund from RESA of $25,374.22 for a retirement payment erroneously deducted from KCPL by the Board of Education in a previous fiscal year. This amount was credited to the Miscellaneous expense line based on the recommendation of the auditors and Stan Keller. The actual expenditures for this line are $3,769.22.

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

April 8, 2002

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, April 8, 2002 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Mr. Ray
Dr. Byrd	Mr. Reustle
Ms. Chilton	Mr. Rolston
Ms. Cloer	Ms. Russell
Ms. Gage	Mr. Smith
Ms. Pauer	Ms. Tarr

Guests in attendance were Ms. Gloria Barker and Ms. Marian Hansford of the Marmet Advisory Board.

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Angie Cash, Administrative Assistant.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Dr. Byrd, seconded by Ms. Tarr, and unanimously carried, the Minutes of the regular meeting held on March 11, 2002 were approved as mailed.

Approval of Bills. In accordance with the bylaws and on motion of Mr. Ray, seconded by Ms. Tarr, and unanimously carried, the payment of General Bills in the amount of $186,716.80 and Book Bills in the amount of $62,837.40 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $411.02 duly certified and approved in accordance with the bylaws and on motion of Mr. Ray seconded by Ms. Tarr, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of March. Included were the following:

Sunday Jams, a series of 5 Sunday afternoon music programs, held at the Main Library was concluded in March. As in past years these programs were very popular with 530 people in attendance. This program series was arranged by Terri McDougal, Head of Children's Services.

The Kanawha Master Gardners group offered two very popular programs on gardening at the Dunbar Branch. 96 people attended these programs.

KCPL had an exhibit at the Small Business Trade Fair that was sponsored by the Chamber of Commerce.

Terri McDougal gave a presentation on pre-school resources at the library to 50 Kanawha County Schools special needs pre-school teachers.

The Clendenin Library staff participated in the Kindergarten Round-up programs at Clendenin and Bridge elementary schools. 20 new library card applications were received as a result of this involvement.

Time management workshops conducted by trainer, Mark Isabella, were offered to 50 staff members. Each workshop consisted of two half-day sessions and these sessions were offered twice to accommodate the number of staff requesting this training. Many positive comments about the training have been received.

Several KCPL staff members participated as judges of social studies fair projects at various Kanawha County schools.

Along with 7 other staff members I attended the national conference of the Public Library Association in Phoenix the week of March 11. Most of the sessions I attended were very well done. The other staff who attended this conference also found it to be very beneficial. What was most interesting to me was that there were relatively few sessions on any aspect of technology.

Dr. Bailey welcomed Ms. Barker and Ms. Hansford, both from the Marmet Advisory Board. Ms. Barker and Ms. Hansford spoke to the Board concerning their desire to see a new library building for their community. They reported that circulation is high and space for patrons is very inadequate. They would like to canvass the community with a survey to see if there would be support for a new library. The size of the library is currently 428 square feet. They approached the City Council and were told that the Council would help any way they could.

Ms. Wright stated that the new building would probably need to be at least 5,000 square feet.

Ms. Barker and Ms. Hansford asked for direction from the Board. After some discussion it was decided that the next step would be the community survey. The results will be brought back to the Board at the August meeting.

branches. Ms. Wright has spoken on the project with Mr. Bill Bragg regarding how multiple projects would be handled in a bond issue. Mr. Bragg said we could go back 60 days to recapture costs incurred from the date the Board authorizes a bond be placed on the ballot. The building would have to be built within three years of that time unless the architect or engineer says it will take longer and then the maximum time period to complete the various buildings would be five years. Mr. Bragg said if we stagger the sale of the bonds we could buy more time to complete all the buildings.

Ms. Wright also reported that the Clay Center received approximately 26 million from state funds by a Bill that was approved by the legislature several years ago. She suggested we may want to consider having a bill drafted on that model that would provide state funds for the new main library building project as well as help the numerous other public library construction projects that are needed around the state.

NEW BUSINESS:

1 National Library Week- Upon motion from Ms. Gage, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

WHEREAS, April 14 through April 20, 2002 is celebrated as National Library Week, and

WHEREAS, the Kanawha County Public Library system staff again, during the past year, has exhibited its dedication to continuing the delivery of quality services to library patrons as exemplified by the great success of the first West Virginia Book Festival, the opening of a library kiosk at the Schoenbaum Family Enrichment Center, the

successful implementation of a summer adult reading program and improved programming particularly for adults; and

WHEREAS, the Kanawha County Public Library system staff have also planned, programmed and implemented many other activities in the past year that have resulted in the expansion and improvement of library services provided to patrons, and

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Kanawha County Public Library system here assembled on April 8, 2002 that on the occasion of National Library Week, that the staff of the Kanawha County Public Library system are hereby commended for their continued effort to provide patrons with the most effective services, materials and facilities possible in order to contribute to the level of quality of life desired by the patrons with regard to public library services, and

BE IT FURTHER RESOLVED, by the Board of Directors of the Kanawha County Public Library system that this resolution of commendation be made known to all members of the staff.

Ms. Chilton congratulated Yvonne Farley, of the Charleston Reference Department who was named by Library Journal as one of America's library "movers and shakers" for her work against censorship of library computers. After discussion and upon motion from Ms. Chilton, seconded by Ms. Gage, and unanimously carried the following resolution was made:

RESOLVED, That the Kanawha County Public Library Board of Director's congratulates Yvonne S. Farley on being named by Library Journal to a select list of librarians for her work against censorship of library computers.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

May 13, 2002

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, May 13, 2002 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Ms. Poffenbarger
Dr. Bailey	Mrs. Rugeley
Dr. Byrd	Ms. Russell
Ms. Gage	Mr. Smith
Mr. Kauffelt	Ms. Whitehead
Ms. Pauer	

Guests in attendance were: Mr. Mike Montgomery, K.R. Montgomery, Mr. Ken Montgomery, K.R. Montgomery and Mr. Steve Branner, ZMM.

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager, Ms. Cindy Miller, Marketing and Development Manager and Ms. Angie Cash, Administrative Assistant.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Dr. Bailey welcomed new board member, Mr. Michael Albert. Everyone introduced themselves.

Approval of Minutes. Upon motion by Mrs. Rugeley, seconded by Ms. Russell, and unanimously carried, the Minutes of the regular meeting held on April 8, 2002 were approved as mailed.

Approval of Bills. In accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, the payment of General Bills in the amount of $120,446.81 and Book Bills in the amount of $83,268.30 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,888.90 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of April. Included were the following:

On April 16 KCPL hosted a group of 29 librarians from the Roanoke, Virginia area who are about to migrate to the SIRSI library software that we installed just over 3 years ago. As with the group we hosted last month they commented on the knowledge and professionalism and hospitality exhibited by the various members of the KCPL staff they encountered.

The on-line book club now has 500 registered participants since it was introduced 3 months ago.

A number of staff members attended the spring workshops offered by the West Virginia Library Association in Flatwoods on April 4 and 5. Julie Spiegler, Head of Audiovisual Services, and Kathy Kay, a member of the AV staff, were presenters on the topic of repairing audiovisual materials.

April 15 brought to a close for another year the volunteer tax assistance offered by AARP at most of our locations. Several locations reported an increased use of this service.

Some examples of outreach activities this month include a presentation at the spring conference of Central Child Care of West Virginia by Terri McDougal, Head of Children's Services. And the bookmobile made an appearance at the Thomas Hospital Safety Fair and had 100 people visit the unit.

The Elk Valley Branch has spent a number of months nurturing some budding authors. In April a reception was held for the members of this young writers group and their families. A booklet of the group's works was compiled and each member received a personal copy and a copy was added to the Elk Valley collection. Approximately 50 people attended this reception including a grandmother from Morgantown. The Elk Valley Board donated and served the refreshments. Susanna Holstein, the Elk Valley Branch Librarian and her staff and Lisa Mack of the Marketing & Development Office staff are to be commended for all their great work that resulted in a very successful program.

The library was notified in April that we will receive a bequest of $10,000 from he estate of Anna Lewis. Mrs. Lewis of Cedar Grove was a frequent library patron of the bookmobile, Glasgow and Marmet libraries. One of Mrs. Lewis's two sons, Michael Lewis, is a member of the faculty at Riverside High School.

REPORTS OF COMMITTEES:

1. Site Selection Committee. Dr. Bailey then turned the meeting over to Mr. Branner and Mr. Montgomery who gave a report of the activities of the Site Selection Committee to date.

Mr. Branner reported that the Committee has looked at several sites for the new main library with the main sites being; Our existing building with the purchase of the building next door, the Kanawha Cinema site, the Washington Street site and the Holley Hotel site. The group developed criteria when looking at the different sites such as; utilities, infrastructure, adequate water and sewer, pedestrian/vehicle access, parking and visibility. The optimum site would be three to five acres in size.

WVDEP has made an offer to purchase the Kanawha Cinema site. The building next door to our existing library did not meet some of the criteria. The Washington Street site and the Holley Hotel site both have adequate space for our new library and meet the requirements to support a new facility.

Mr. Branner reported on the potential rough estimated costs of the sites.

Mr. Mike Montgomery shared two schematic drawings of the Washington Street site and two of the Holley Hotel site.

Washington Street site - Layout A:

Site size – 7.2 acres
Parking – 122 surface spaces, 400 structure spaces

Advantages: Adjacent to the Clay Center, visible from the highway off ramp, parking would be shared with CAMC.

Disadvantages: Less pedestrian relationship to the downtown area, more costly site to acquire, one-way streets limit access to the building.

Washington Street site – Layout B:

Site size – 6.2 acres
Parking – 92 surface spaces, 432 structure spaces

Advantages: Adjacent to the Clay Center, visible from the highway off ramp, parking would be shared with CAMC.

Disadvantages: Less pedestrian relationship to the downtown area, more costly site to acquire, one-way streets limit access to the building, requires taller parking structure (four floors).

Holley Hotel site – Layout A:

Site size – 4.5 acres
Parking – 84 surface spaces, 360 structure spaces

Advantages: Entrance close to main downtown area, visible from Dickinson Street bridge, as a gateway to the downtown, parking is closer to Clay Center for shared use, possible use of City parking structure, two-way streets provide easy access.

Disadvantages: Lower overall visibility, less relationship to Clay Center.

Holley Hotel site – Layout B:

Site size – 4.2 acres
Parking – 96 surface spaces, 400 structure spaces

Advantages: Entrance is close to the Clay Center, visible from Lee Street traffic traveling west, requires the least site area of the 4 options, two-way streets provide better access.

Disadvantages: Taller parking structure and less relationship to main downtown area.

Discussion took place on whether or not to take all four site drawings to the public for their input or for the Board to decide what plan they want and then take one plan to the public.

Upon motion by Mr. Smith, seconded by Ms. Poffenbarger and unanimously carried the following resolution was adopted:

RESOLVED, That the Site Selection Committee will present to the general public layout A of both the Washington Street site and the Holley Hotel site and move forward to have various meetings to solicit public comments and to raise awareness about the project.

After further discussion Mr. Kauffelt moved that the above resolution be amended to the following:

RESOLVED, That the Site Selection Committee will present to the general public all four layouts of both the Washington Street site and the Holley Hotel site and move forward to have various meetings to solicit public comments and to raise awareness about the project.

Ms. Poffenbarger seconded and it was unanimously carried.

The resolution as amended was then approved by the Board. The resolution as amended to say that all four layouts of both the Washington Street site and the Holley

Hotel site would be included in meetings to solicit public comments and raise awareness about the project.

2. Membership Committee. Ms. Poffenbarger reported that Dr. Kenneth Bailey, Ms. Caroline Cloer and Mr. Parker Smith have been reappointed by the Board of Education to the library's Board of Directors for six year terms and we have one new member, Mr. Michael Albert who will complete the term of Ms. Sandy Graff.

3. Dunbar Contributions. Ms. Wright reported that she met with the Dunbar Branch Board. The City is having a hard time meeting their financial obligations and approved $10,000 less than the amount the library had requested for the 2002/2003 fiscal year. The city plans to review their contribution midway through the budget year. Dr. Bailey wanted the Board to be aware of this situation and asked staff to monitor it.

4. Library Foundation. Mrs. Rugeley reported that at the last Foundation meeting the three members whose terms will be expiring were asked to continue on the Board. Those members are Mrs. Virginia Rugeley, Mr. Jim Smith and Mr. Charles Loeb. All have agreed to serve. Mr. Kauffelt moved to reappoint these three individuals for six year terms ending June 30, 2008. Mr. Albert seconded the motion and the motion carried.

3. Appointment of Nominating Committee. Dr. Bailey announced that he has appointed Mrs. Rugeley, Mr. Reustle and Ms. Chilton as the Nominating Committee.

This Committee will consider and recommend nominations for the election of officers at the annual meeting to be held in July. Mrs. Rugeley will chair the committee.

Announcements:

Next Board meeting - June 10th.
Street Fair – June 22nd.
Annual Board meeting – July 12th at 2:00 p.m. at the St. Albans branch library.
Summer Library Club begins June 8 and runs through July 27.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

June 10, 2002

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, June 10, 2002 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Mr. Ray
Dr. Byrd	Mr. Reustle
Ms. Chilton	Mrs. Rugeley
Ms. Cloer	Ms. Russell
Ms. Gage	Mr. Smith
Ms. Poffenbarger	Ms. Tarr

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer and Ms. Angie Cash, Administrative Assistant. Guest, Ms. Elizabeth Fraser, Head of Reference department.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The secretary reported that a quorum was present.

Approval of Minutes Upon motion by Mrs. Rugeley, seconded by Ms. Russell and unanimously carried, the Minutes of the regular meeting held on May 13, 2002 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Ms. Chilton, seconded by Mr. Reustle and unanimously carried, the payment of General Bills in the amount of $123,849.96 and Book Bills $72,374.15 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,428.89 duly certified and approved in accordance with the bylaws and on motion of Ms. Chilton, seconded by Mr. Reustle and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of May. Included were the following:

Outreach activities during May included the library system participating in the Around the World program at Sunrise Museum. Children's programmer, Patty Bergeron, told folktales from various countries. Members of the St. Albans staff presented a puppet show and told stories at the Safety Fair for Children held at the First Presbyterian Church of St. Albans.

The 2002 Summer Library Club for children was the focus of a lot of staff time during May. Staff members began to decorate the children's areas to reflect the theme, Naturally Wild. Library staff had direct contact with over 5500 children as they visited numerous elementary school classrooms across the county to make children aware of this program. Staff also spent time improving our website to display information and resources connected to this program. For the first time children will be able to register for the program on-line.

Staff members also made preparations for the Volunteen program. Orientation sessions for teens and their parents were held at most locations.

The adult summer reading program got underway at the very end of May. In the first week 220 people registered compared to 76 registrants during the first week last summer, which was our first attempt at holding such a program.

A very successful workshop on searching for your Virginia and West Virginia ancestors was held at the main library on Saturday, May 18. 50 people were in attendance.

Karen Arnett, Head of Automation, and Jane Hughes, Head of Technical Services, attended the SIRSI International Users Group meeting in Huntsville, AL. They report that SIRSI, our library automation software vendor, continues to develop their product. The attendees at the conference were given a preview of the next update to the software. It appears to further develop their iBistro product. As you may recall we were so impressed with this product that we were one of the first libraries in the country to install it and continue to be one of the libraries making the most use of the many features the software makes available.

REPORTS OF COMMITTEES:

Site Selection Committee: Ms. Wright reported that the architect has revised the drawing of the Washington Street site. Presentations about the sites will be made to each levying authority. The Library Foundation Board will meet next week to act as a reaction panel to critique the presentation. Ms. Wright reported that a news release would also go out shortly before the first public presentation. Our Marketing and Development department is putting together a brochure of frequently asked questions with answers, which will be finalized after the reaction panel meets. Ms. Wright will also be meeting with staff for informational sessions.

Financial Affairs Committee. Mr. Smith stated that the Financial Affairs Committee met and Mr. Smith explained the current status of our budgeted receipts as of May 30, 2002. Ms. Wright reported that since that meeting we have received the full amounts from the

City of St. Albans and from the Jacobson fund. The area of most concern is the County Commission's portion. Dr. Ranson explained that we have received monthly checks throughout the year however they have been short every month. After much discussion it was decided that a letter be sent to the Commission President.

Mr. Smith reviewed the Statement of Fund Balances as of May 31, 2002. Mr. Smith offered the following resolutions:

RESOLVED, That the FY Budget be amended to reflect an Institutional Grant from the West Virginia library Commission in the amount of $6,541.47

Mr. Smith moved that the above resolution be approved. Mr. Ray seconded the motion and it was unanimously carried.

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to transfer up to $250,000 from the unencumbered fund balance if necessary to balance the incoming expenditures for FY 2001-02.

Ms. Gage seconded the motion and it was unanimously carried.

RESOLVED, That provided the funding issue with the County Commission is resolved, that the Library Director and Administrative Services Officer

are hereby authorized to award a contract, excluding computer and telephone cabling and carpeting, for the renovation of the Lower Level of the Charleston Library in an amount not to exceed $50,000.

Mrs. Rugeley seconded the motion and it was unanimously carried.

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to transfer $40,000 from the "Sissonville Construction" line item to the Buildings and Grounds "Building Improvements" line item for the purpose of renovating the Lower Level of the Charleston Library.

Dr. Byrd seconded the motion and it was unanimously carried.

OLD BUSINESS:

1. Marmet. Ms. Wright stated that she attended a special meeting a few weeks ago with the Marmet City Council. BIDCO is working on a grant request that would allow the City of Marmet to purchase the 15 acres of land adjacent to the grade school. The Mayor and City Council would like to see a new branch library on the acre that faces Route 61.

2. Clendenin. Ms. Wright stated that Clendenin has met their challenge from the Greater Kanawha Valley Foundation and the library will be presented a check at the

Clendenin Summerfest. Everyone is invited to the Summerfest that will be held on Saturday, June 29, 2002. The check will be presented at the library at 11:00 a.m.

NEW BUSINESS:

1. Elk Valley. Dr. Bailey stated that Elk Valley will be having a 25th anniversary celebration on July 27th from noon to 2:00 p.m. Dr. Bailey invited everyone to the celebration.

Dr. Bailey reported that someone from the Big Chimney Baptist church has cut down trees on the Elk Valley branch library's property. After some discussion it was decided that Dr. Bailey would ask the church to replace the trees that were cut down.

2. Reader's Advisory. Ms. Fraser explained that Reader's Advisory is the steps staff take to help patrons find the book they want. Ms. Fraser stated that 50% of our patrons do not know a specific title what they want when they come into the library. Novelist, the reader's advisory electronic resource we subscribe to, offered a training session that ran for approximately two and a half months called Reader's Advisory 101. All the staff from the Reference Department, eight staff members from the Circulation Department and several staff members from the branches attended the session. Future staff training sessions are planned.

Announcements:

Street Fair – June 22nd.

Annual Board meeting – July 12th at 2:00 p.m. at the St. Albans branch library.

There being no further business the meeting was adjourned.

President

Secretary